

**MINUTES**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**THURSDAY, AUGUST 27, 2020**  
**BROWNSTOWN CAMPUS**

Attendees: Christopher Straub, Craig Hummer, Debra Sturgis, Dina Maio, James Byrnes, John Smucker, Joyce Stephens, Mara Cresswell- McGrann, Millard Eppig, Richard Brenner, Sandra Duncan, Stacie Ritter, Tim Malloy, Tim Stayer

Absent: Grant Keener, Chip Roten

Also Present: Dr. Stuart Savin- Administrative Director, Dr. April Hershey- Superintendent of Record, Keith Yohn, Assistant Administrative Director, Kristin Smith- HR Director, Dr. Mike DePriore- Business Manager, Stephanie Nallo- Recording Secretary, Jason Wise, IT Director

Mr. Eppig called the meeting to order at 7:00 PM.

**WELCOME**- Mr. Eppig asked for a moment of silence in respect and recognition of the passing of Dr. Leonard L. Szpara, JOC representative from Manheim Central School District. He will be missed.

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA** – Mr. Byrnes motioned and Ms. Stephens seconded to approve the agenda as presented. All members present voted in favor

**PUBLIC PARTICIPATION\*** – There were no public comments.

**SUPERINTENDENT'S REPORT** Dr. Hershey shared a huge thank you to the team for a great opening. We have 5 county districts currently open, with some others also sending CTC students. The next PAC meeting will be held on 9/8/2020.

**DIRECTOR'S REPORT**- Minutes of the June 25, 2020 Board Meeting, Minutes of the August 3, 2020 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes, Policy Committee Meeting Minutes

**Local, State, and Federal Projects**– Dr. Savin provided the committee with updates. All changes from the previous meeting are reflected in red.

Dr. DelPriore provided an update on COVID-19 related Grants. We received the PCCD Grant for \$89,000 for PPE and safety preparation for the start of school. He thanked Mike Moeller for his work on the grant. We also submitted for the CTE Continuity of Education grant for \$357,511. He will also submit for a grant of \$17,000 for post-secondary schools when it becomes available.

**Health & Safety Plan- Update Summary**  
**Emergency Instructional Time- Updated**

Dr. Savin stated that we have made required updates to the Health and Safety Plan as listed in the update summary, and reviewed the items with the board members. He shared we changed the all virtual day from Friday to Wednesday in the Emergency Instructional Time document in order to better align with the districts.

Dr. Savin explained that if we find ourselves needing to make a pivot from in person to online instruction, we will most likely need to apply the change to the entire institution and not individual buildings due to the interconnectedness of the CTC campuses with transportation of our students from the 16 districts.

**Informational Items**

- Marketing update planned for September as requested by the Planning and Development committee at their June meeting.

Ms. Stephens motioned and Ms. Sturgis seconded to approve the Directors report as presented. All members present voted in favor.

## **COMMITTEE REPORTS**

### **PERSONNEL COMMITTEE**

**Chair – James Byrnes**

**Members – Mara McGrann, Debbie Sturgis, Stacie Ritter**

**Administrators – Kristin Smith, Jim Brunken, Mike Pasqualucci**

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates. Positions in bold are newly created positions.

Mr. Byrnes provided the Personnel committee report, as listed below.

#### **I. Resignations/Retirements:**

<b>Employee</b>	<b>Position Title</b>	<b>Hire Date</b>	<b>Resignation Date</b>	<b>Location</b>
Kaleta Summers	Food Services Specialist	6/11/2018	8/21/2020	BT, MJ, WS
Catherine O'Donnell	Cafeteria Worker	8/22/2019	7/16/2020	Willow Street
Ilaina Smith	Cafeteria Worker	2/28/2019	7/21/2020	Willow Street
Andrea Nissley	Part- time PN Instructor	04/08/2019	08/24/2020	Health Sciences Center

#### **II. Appointments:**

<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Margie Ganz	Public Safety Instructor	\$53,917, A6, annually; Exempt; with professional benefits	08/18/2020	Public Safety Center
Mitchell Hinton	Introduction to Construction Instructor	\$53,327, A5, annually; Exempt; with professional benefits	08/18/2020	Brownstown
Mark Seibert	Introduction to Visual Communications Instructor	\$53,917, A6, annually; Exempt; with professional benefits	08/18/2020	Willow Street
Abby Kretowicz	Guidance Counselor	\$60,329, E1, annually; Exempt; with professional benefits	10/12/2020	Willow Street/ Brownstown
Jill Foster	Administrative Assistant to Human Resources and the Business Office	\$16.61 hourly; Non- exempt, with Support Staff benefits	08/28/2020	Willow Street

Marlene Levine	P/T Dental Hygiene Instructor	\$35.00 hourly; Exempt, without benefits	08/24/2020	Willow Street
Nicole Lombardi	P/T Dental Hygiene Instructor	\$35.00 hourly; Exempt, without benefits	08/24/2020	Willow Street
Amber Nightengale	P/T Administrative Assistant	\$15.33 hourly; Non- exempt, without benefits	09/08/2020	Mount Joy

### **Action Items**

- Approve 2020-21 Advisors
  - Brownstown
    - SkillsUSA- Dave Ecenrode & Brian Myers
    - NTHS- Brian Myers & Dave Ecenrode
  - Mount Joy
    - SkillsUSA- Allison Shepler & Jim Smith
    - NTHS- Wendy Bertoli & Leslie Schlosser
  - Willow Street
    - SkillsUSA- Melody Miller & Todd Staub
    - HOSA- Mary Barr
    - FFA- Lori Hess
    - NTHS- Diana Smith & Laura Laukhuff
  
- Approve 2020-21 Mentors
  - Brownstown
    - Dan McCauley for Michael Laity
    - Mike Arnt for Mitch Hinton
  - Mount Joy
    - Tonya Long for Margie Gantz
  - Willow Street
    - Lindsey Feerrar & Laura Laukhuff for Mark Seibert
  
- Approval of Administrative Assistant- Food Services Job Description
- Approval of Lead Custodian with Warehousing Duties Job Description
  
- Approval of Tenure
  1. Eli Martin- Electro-Mechanical Engineering Instructor
  2. Ian Weber- Introduction to Manufacturing Instructor
  3. Andrew Huber- Welding Technology Instructor
  4. Richard Moore- Introduction to Transportation Instructor

5. Carl Warden- Materials Handling/Logistics Instructor
6. Brian Myers- Electrical Construction Instructor

- Approval of Column Movement:  
William Hall, Protective Services Academy Instructor , Column E to Column F
- Approval of Elimination of Position  
Administrative Assistant- Non- Commercial Driver's License Center

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

### **FINANCE COMMITTEE**

**Chair – Richard Brenner**

**Members – Craig Hummer, Joyce Stephens, Sandra Duncan**

**Administrators – Michael DelPriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken, Amanda Allison**

Mr. Brenner provided the Finance committee report.

He asked Dr. DelPriore to provide an explanation of the EHCC (Employee Health Care Consortium) Healthcare surcharge to the members. This surcharge is paid to the consortium for any outstanding amount after payments at the end of the year. This is listed in the Internal Service Fund Report-Health report below.

Dr. DelPriore shared with the committee that Ms. Allison has done a wonderful job as treasurer of the Foundation, and he received a letter from the foundation sharing this. Dr. DelPriore wanted to pass this along to the JOC members.

### **Financial Reports**

- Treasurer's Reports:
  - General Fund- June, July
  - 2001 Capital Reserve Fund
  - 2018 Capital Reserve Fund
  - Renovation Bond Fund
- Line Item Report
- Bill Payment Listing, Bill Payment Summary
- Internal Service Fund Report– Health, Unemployment
- Cafeteria Report

## **Quarterly Reports**

- Childcare Center
- ePrint Center
- Activity Account

## **Permission to Purchase**

**Permission to Bid-** Wastewater Treatment, as brought over from the Building and Property committee.

## **Seeking Approval**

- Budget Planning Timeline- 2021-2022
- Remove Policy 211- Policy 211 PSBA Recommendation (Current Policy 211) Student accident policy was recommended to be kept as an Administrative Regulation rather than a policy. The committee agreed.
- Bright Horizons Lease Agreement- 2020-2025

Dr. Savin thanked Dr. DelPriore for his work on the Bright Horizons lease agreement.

- Draft of Bus Driver List- 2020-2021 School Year
- Draft Transportation Schedule- 2020-2021 School Year
- Direct Payment Final Schedule; Bond Payment Final Schedule
- Legal Services- Special Education- Sweet, Stevens, Katz & Williams
- Permission to auction the finished Tiny House with H.K. Keller- \$25,000 floor
- FSA, HSA, and COBRA Administrator (Payflex)- To start 1/1/2021
  - Current FSA- Trustmark- \$3.50 PPPM; Payflex Proposal: \$3.00 PPPM
  - HSA- Did not previously have; Payflex: \$1.95 PPPM
  - Current COBRA- Payflex: \$0.47; With bundling with FSA/HSA: \$0.40
- InfanTREE Proposal for Adult Education Rebranding- Forego RFP Process

## **Informational Items**

- Wastewater Treatment Plant engineering study results- B&P to provide recommendation for how to proceed
- August 2, 2020- MJ Power loss resulted in chiller pump contactor failures. Insurance claim processed- will receive full coverage minus deductible- \$6,600.
- 2019-2020 audit process has begun; 19-20 year-end recap- September JOC
- Updated (10-year) Facilities & Maintenance Plan
- Updated (5-year) Capital Instructional Equipment Plan
- Draft- Physician Services Agreement

Mr. Brenner motioned and Ms. Stephens seconded to approve the Finance Committee items presented. All members present voted in favor.

## **BUILDING AND PROPERTY COMMITTEE**

**Chair – John Smucker**

**Members – Tim Stayer, Tim Malloy, Chip Roten**

**Administrators – Tim Klein, David Smith, Josie Campbell, Michael DePriore, Jason Wise**

Mr. Smucker reviewed the informational items from the Building and Property Committee report.

### **Informational Items**

- 8-2 MJ Power loss resulted in chiller pump contactor failures. Insurance claim processed \$6,600.
- BT Intro to Transportation Roof Replacement, Use Brecknock Builders \$13,900 (Capital Reserve)
- BT Wastewater Treatment options update- Options were shared with the committee. The committee's recommendation is to have the project bid out to receive the best price. Request for permission to bid was sent to the Finance committee, previously approved in the meeting.
- Summer Projects:
  - BT- New drop ceilings in Principal Offices (Complete); Nurses Office relocated, remodeled (Complete); Walk in fridge and freezer (On-Going)
  - MJ- New wall between Electro-mechanical and Construction (Complete); Construction Theory Room Expanded (Complete); New HVAC in Intro to Transportation and Intro to Manufacturing (On-Going); Intro to Transportation, Epoxy Floor Paint, Walls Painted, Led Lights, New Auto Lift (Complete); Move of NCDL to CDL trailers (Completed)
  - WS- Walk in Fridge/freezer (On-Going); Old Cosmo remodel- New VCT tile floor, paint, LED lights 3 Bay Sink (On-Going); Intro to Health Room 107 removed dividing wall, paint, 3 bay sinks(On-Going); Auto Room 500 Install new wall (Complete); Auto Room 500 (2) HVAC (On-Going)
  - HSC- Ladies room upgrade (Complete)

There were no items for approval and no vote was required.

## **PLANNING AND DEVELOPMENT COMMITTEE**

**Chair – Millard Eppig**

**Members – Chris Straub, Grant Keener, Sandy Duncan**

**Administrators – Michael Moeller, Darla Gettle, Amber Kreger, Keith Yohn, Tom Wolfe**

Mr. Eppig provided the Planning and Development committee report.

### **Action Items**

- Institutional and Campus Goals 2020-21
- Program Name Change for 2021-22
  - RV and Outdoor Power Equipment to Motorsports and Power Equipment Technology

### **Information Items**

- Four Year Waitlist Trends
- Overview of In-Service Activities
- Program Review and Planning Draft
- Extending Add/Drop Period The add/drop period will be extended to 9/13 to allow for late start district students to still have the opportunity to have the same 10 day period as those districts beginning on 8/25.

### **Updates**

- Enrollments

Ms. Duncan motioned and Mr. Straub seconded to approve the Planning and Development Committee report as presented. All members present voted in favor.

## **POLICY COMMITTEE**

**Members – Joyce Stephens, Grant Keener**

**Administrators – April Hershey, Stuart Savin**

Ms. Stephens provided the Policy Committee report. She reviewed the changes submitted for consideration of the board.



## **Action Items**

- 1st Reading of Series 200 Policies (Series Cross Reference)
  - 201- Admission of Students
  - 202- Eligibility of Nonresident Students
  - 203- HIV Infection
  - 204- Attendance
  - 205-Postsecondary Education
  - 206- Assignment to Programs
  - 207-Confidential Communications of Students
  - 208- Withdrawal from School
  - 209- Health Examinations- Screening
  - 209.1- Food Allergy Management
  - 209.2- Diabetes Management
  - 210- Medications
  - 210.1- Possession- Administration of Asthma Inhalers/Epinephrine Auto-Injectors
  - 212- Reporting Student Progress
  - 218- Student Discipline
  - 218.1- Weapons
  - 218.2- Terroristic Threats
  - 218.3- Gangs
  - 223- Use of Motor Vehicles
  
- The committee recommends, in agreement with PSBA, to delete Policy 213- Assessment of Student Progress.
- The committee recommends Policy 214- Class Rank is not required- with some language from this policy to be included in Policy 217, which will be brought to the JOC for 1st Reading in September.
- The committee recommends, in agreement with legal counsel, that Policy 215- Students Promotion and Retention is not required.
  
- Approval of Title IX Compliance Statement- This statement is added as a hold over until we can get these policies to the committee for review and approval of the board.

Ms. Stephens motioned and Ms. Duncan seconded to approve the Policy Committee report as presented. All members present voted in favor.

**OLD BUSINESS** There was no old business.

**NEW BUSINESS**

PSBA Officer Elections will be held in September. (Slate of Candidates 2020) Mr. Eppig asked the members to review the slate of candidates for a vote at our September meeting.

Dr. Savin asked that the board consider holding board meetings at Willow Street during the continued COVID restrictions for better board meeting setup during social distancing. There were no objections.

Mr. Byrnes motioned and Ms. Stephens seconded to move future board meetings to the Willow Street campus during the continued COVID restrictions. All members present voted in favor.

**OPEN JOC DISCUSSION** – Mr. Eppig opened the floor for JOC member comments.

Mr. Eppig asked Dr. Savin to pass on thanks to the building staff for an immaculate building. He thanked the administration for a great start to school.

**ADJOURN** – Mr. Eppig called for adjournment to Executive Session at 7:37 PM.

Mr. Byrnes motioned and Ms. Sturgis seconded to approve adjournment into Executive Session. All members present voted in favor.

---

Richard Brenner, Secretary

8/27/2020