

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
THURSDAY, SEPTEMBER 24, 2020
WILLOW STREET CAMPUS

Attendees: Christopher Straub, Craig Hummer, Debra Sturgis, Dina Maio, Grant Keener, John Smucker, Joyce Stephens, Mara Cresswell- McGrann, Millard Eppig, Sandra Duncan, Stacie Ritter, Tim Stayer, Randy Renninger- Cocalico alternative

Absent: Chip Roten, James Byrnes, Richard Brenner, Tim Malloy

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

Mr. Eppig called the meeting to order at 7:02 PM.

WELCOME-

Mr. Eppig made an announcement that an executive session was held at the beginning of the meeting for legal, and will be held after the meeting for personnel and contract.

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA –

Mrs. Stephens asked for the addition of the Childcare Center legal settlement. Ms. Duncan seconded the motion. All members present voted in favor of approving the agenda as modified.

PRESENTATION- Mr. Jonathan Heintzman, Marketing & Communication Coordinator, provided an update on LCCTC Marketing. He explained that the current Marketing priority is the development of virtual tours to offer an online alternative to in-person tours and open houses that are unfeasible during the pandemic. The 360-degree virtual tours will provide an immersive point-of-view of many classes and labs in the LCCTC and offer information specific to individual programs. He shared the digital marketing efforts,

shared information on the CTC's mobile app, and provided print copies of the latest annual report. He thanked the members for their time and asked them to reach out to him with any questions.

PUBLIC PARTICIPATION* – There were no public comments on agenda items.

SUPERINTENDENT'S REPORT Dr. Hershey provided an update from the 9/8/2020 PAC meeting. She shared that Dr. Savin reviewed the relationship between transportation and instructional time lost as previously requested. She thanked Dr. DelPriore for his time in collecting this information. Other information discussed included program review and planning, enrollments, and post secondary degree pathways. The superintendents received copies of the Annual Report and reviewed the campus goals.

DIRECTOR'S REPORT- Minutes of the August 27, 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. Savin shared that the Vet Tech graduation was held last night outside in the bus dock to allow for COVID social distancing while still celebrating our graduates' accomplishments. It was a beautiful evening for our event.

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.

Ms Cresswell- McGrann provided the Personnel Committee report. She reviewed the resignations and appointments as listed.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
Beth Weaver	Part- time Practical Nursing Instructor	9/23/2015	10/01/2020	Health Sciences Campus
Barry Hersh	Part- time CDL Instructor	8/22/2013	09/10/2020	Mount Joy
Dylan Hottenstein	Part- time Cafeteria Worker	03/26/2020	09/22/2020	Willow Street

II. Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Sonya Stover	Full- time Practical Nursing Instructor	\$82,532, F4*, annual; Exempt, with Professional benefits	10/19/2020	Health Sciences Campus
Alexis Faro	Adult Education Adjunct Instructor	\$26.76 hourly; Exempt, without benefits	01/10/2021	Willow Street

*235 days per year; Per MOU approved on 6/25/2020

Ms Cresswell- McGrann shared that our new Practical Nursing Instructor will be the first employee hired under the new 235 day MOU.

Action Items

- Approve 2020-21 Advisor (Brownstown)- NTHS- Alan Jones
 - Correction from 8/27 JOC agenda- Remove Brian Myers, NTHS advisor
- Rescind approval of Amber Nightingale, Part-Time Administrative Assistant (MJ)
- Administrative Assistant for Payroll- Job Description
- PT Vet Tech Tutor- Job Description, Will be looking to hire this position in the spring.

Mr. Keener asked why the approval was being rescinded for the PT Administrative Assistant. Ms. Smith explained that the person offered the position did not start after receiving prior JOC approval.

Ms. Cresswell- McGrann motioned and Mr. Smucker 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 DePriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken, Amanda Allison

Mr. Hummer provided the Finance Committee report.

Financial Reports

- Treasurer's Report: General Fund- August
- Line Item Report
- Bill Payment Listing; Bill Payment Summary
- Internal Service Fund Reports– Health, \$3.12 million balance at end of August.
- Cafeteria Report- Mr.Hummer explained that we always show a loss for July and August due the beginning of the school year start up costs. There is also an increase in paper costs due to COVID restrictions this year. Overall participation is up now that free meals have been extended to all students.

Permission to Purchase Mr. Hummer reviewed the permission to purchase items. The City Wide Cleaning contract is temporary to cover the open custodial position at Mount Joy. This contract is at a cost savings compared to the budgeted amount for the position.

Seeking Approval

- Updated District Payment Schedule- Updated STEB Market Values available
- Transfer \$80,000 from General Fund to Cafeteria to Cover Loss from 2019/20
- Revenue-Share Agreement with Foundation (Childcare Center)
- Motion to approve the settlement agreement in Department of Human Services appeal, BHA Docket No. 018-20-0021, to resolve the child care licensure matter

Informational Items

- 2020-2021 Physician Services Agreement
- Tentative Plan for Roof Restoration through 2028- see Permission to Purchase for note at bottom.
 - \$220,000-\$369,000 each year to restore all roofs, as discussed last year
- Program production suspended (COVID)- increased need for supplies (Culinary) Mr. Hummer explained that COVID restrictions suspended the ability for food to be sold after being made by culinary programs will increase the need for supply monies.
- Tiny House Auction- Grossed \$42,503; Over \$26,000 for the completed house.
- Transportation discussion with Superintendents regarding lost instructional time- SDOL adjusted arrival/departure times, others are inquiring about making adjustments..

Mr. Hummer motioned and Ms. Duncan 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 provided the Building and Property Committee report.

Permission to Approve

- Roof work- 2020-2021 at Mount Joy- Not to exceed \$360,523- 2018 Cap. Res.
- Prev. Maintenance annual charge- Not to exceed \$45,164- 2018 Cap. Res.
 - Will be annually budgeted item in future budgets

Mr. Smucker asked that permission to approve items that are previously approved in the Finance Committee Report be listed as informational in the Building & Property Report.

Informational Items

- Annual PM Inspections of Auto Lifts
- Started PMs with Effective Controls for air filtration units.
 - Quoting filters and hoses for auto exhaust, welding and dust collection
- Site visit with Berkshire Systems Group- Audit for kitchen hood equipment, IT rooms, fire extinguisher inspections
- 8-2- MJ Power loss resulted in chiller pump contactor failures- Parts ordered
- BT Intro to Transportation Roof Replacement- End of November
- BT Wastewater Treatment (Buchart Horn)- Bid specs
- Tremco Roofing 8 Year Plan
- Annual Roof PM Plan- \$37,40
 - 2020-21, request to use 2018 Cap. Res. Budgeted item for future years.

No motion 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 & Development Committee report.

Information Items

- Secondary & Post-Secondary Enrollments, He shared that enrollments for secondary are a bit reduced, but with COVID we feel we are doing well.
- Dual Enrollment Update
- In-School Youth Program
- Assistant Principal Induction (Draft)

No motion was required.

POLICY COMMITTEE

Members – Joyce Stephens, Grant Keener

Administrators – April Hershey, Stuart Savin

Action Items

- 2nd Reading and Approval 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

Ms. Stephens asked if there were any questions on the previously reviewed policies. There were no questions.

- 1st Reading of Title IX and continuation of Series 200 Policies

Ms. Stephens reviewed the changes and updates to the following policies received from PSBA due to the Title IX changes as well as the continuation of the Series 200 Policy review.

- 103- Discrimination/Title IX Sexual Harassment Affecting Students
- 103 Attachment 1- Report Form for Complaints of Discrimination
- 103 Attachment 2- Discrimination Complaint Procedures

- 103 Attachment 3- Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
- 103 Attachment 4- Template for Letter Documenting Parental Objection to Child's Participation in an Investigation
- 104- Discrimination/Title IX Sexual Harassment Affecting Staff
- 247- Hazing
- 249- Bullying/Cyberbullying
- 252- Dating Violence
- 317.1- Educator Misconduct
- 824- Maintaining Professional Adult/Student Boundaries
- 217- Skills Certification/Graduation
- 220-Student Expression/ Distribution and Posting of Materials
- 221- Dress and Grooming
- 222- Tobacco/Nicotine
- 224- Care of Center Property

Ms. Stephens motioned and Mr. Keener 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 Elections

The JOC members discussed the reasons for their district choosing each candidate for Vice President.

Ms. Stephens motioned and Mr. Straub seconded the motion to approve the elections as listed below. All members present voted in favor.

Officer Elections

President-Elect: David Hein*, Parkland School District (Lehigh Co.)

Vice President: Sabrina Backer*, Franklin Area School District (Venango Co.)

Treasurer: Michael Gossert*, Cumberland Valley School District (Cumberland Co.)

PSBA Insurance Trust Trustees

Trustee (term ends Dec. 31, 2023): Michael Faccinnetto, Bethlehem Area School District and Marianne Neel, PSBA Past President*

School Board Secretaries Forum

Forum Steering Committee (term ends Dec. 31, 2022): Stephen Skrocki – North Penn School District* and Tracy Long – Keystone Central School District

OPEN JOC DISCUSSION – Mr. Eppig opened the floor for JOC member comments. There was no open discussion.

Public Comment for items not on the agenda:

Justin Nolt- CSG Building Group, spoke on the request for a Temporary Construction Easement at the Willow Street CTC and Scott Summy- Willow Valley Communities, spoke on the request for a Temporary Access Road.

ADJOURN TO EXECUTIVE SESSION– Mr Eppig called for adjournment to executive session at 8:09 PM. Ms. Stephens motioned and Ms. Sturgis seconded adjournment to executive session. All members present voted in favor.

Richard Brenner, Secretary

9/24/2020