

**Joint Operating Committee Meeting Minutes**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**THURSDAY, OCTOBER 22, 2020**  
**WILLOW STREET CAMPUS**

Attendees: Chip Roten, Craig Hummer, Debra Sturgis, Dina Maio, Grant Keener, Joyce Stephens, Mara Cresswell- McGrann, Millard Eppig, Richard Brenner, Tim Malloy, Joe Fullerton- Penn Manor alternative

Absent: Christopher Straub, James Byrnes, John Smucker, Sandra Duncan, Steven Bushey, Tim Stayer

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

Mr. Eppig called the meeting to order at 7:15 PM.

**WELCOME-**

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

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA –**

Mrs. Stephens asked for the addition of the legal settlement and early retirement option as agenda items. Dr. Fullerton seconded the motion. All members present voted in favor of approving the agenda as modified.

**PRESENTATION** - Ms. Campbell, Director of the Practical Nursing Program, provided an update on the program. She thanked the board for allowing her to present and introduced Alison Nolt, BSN, RN full time faculty member and Autumn Andreuzzi GPN, 2020 PN graduate and secondary CTC Nurse Aide graduate. She gave a quick overview of the PN program which offers both daytime and evening tracks with January,

May, and August day starts and Fall and Spring evening starts. Five starts also makes for five graduations. The PN program is now using Achademix as their Student information System which has helped communication during the COVID shutdown. She shared that we have had 367 people ask for more information on the program, have received 565 applications and have enrolled 140 students. Alison Nolt, BSN, RN, 1998 graduate of our program, shared that this is where she came to love nursing. She worked at LGH hospital for 13 years prior to returning as an instructor. She shared information on creative ideas she uses to get students engaged in learning. Josie shared that the students appreciate her creative ideas for being taught the program. Students are not just sitting and hearing lectures. She shared that the instructors are also getting the core elements across virtually, as needed.

Josie stated Autumn Andreuzzi GPN is one of her program's success stories. She attended the CTC health care cluster program in 2016 during her junior year, returning her senior year for the CNA program. She was able to go out on coop in December two days a week, and a full 5 days a week from Jan-June working full time as a CNA and graduating. She then returned to take the LPN program and graduated in 2020. The students were online during the COVID shut down, but they were able to re-do skills review once they were able to return to class. Josie shared that Autumn is scheduled to take her board exam next month. She explained that our secondary instructors prepared her to succeed in the PN program.

Josie shared they have graduated 4 2020 cohorts and have a 95.8% pass rate for students taking their state board exam. She stated that PN instructors and students persevered and not only made it through the COVID shutdown, but were successful. She thanked the members for their support. Dr. Savin shared that it was a herculean lift by the PN program to go from "what are we going to do" to being back in class in a week.

Eppig asked Autumn what is next for her. She stated that a dayshift position would be open for an LPN where she is currently employed. While she would like to end up at the VA hospital, she needs 6 months of experience before applying. However, she plans to always remain employed at the facility that she is currently working at.

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

**SUPERINTENDENT'S REPORT** -Dr. Hershey shared that while the PAC did not meet this month, Dr. Savin joined the superintendent meeting on Wednesday. The superintendents recognize that the CTC has their own challenges and they are very

thankful for Dr. Savin's understanding of the districts' challenges during the COVID closures and modified schedules.

**DIRECTOR'S REPORT**- Minutes of the September 24, 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. He asked Dr. DeIPriore to speak to the grants. Dr. DeIPriore shared that the Continuity of Education grant was given for CTCs, who did not receive CARES money. \$223,000 post secondary grant awards and additional institutional monies to cover costs in 19/20 and help us end up in the positive. PPE & cleaning supplies have been purchased, as well as technology through these grants to help us move toward a 1-1 system.

#### **Informational Items**

- Health & Safety Plan Modifications, [Revisions Summary](#)  
These modifications drop the 25 indoor/250 outdoor event limitations. We added language that the CTC will follow state recommendations. We also added the ability to offer limited internal sales in culinary programs.

#### [Students of the Month](#)

##### **Brownstown- Thomas Wolfe**

- ★ Alyssa Gaul, a student from Warwick School District in the Introduction to Construction Careers program.
- ★ Ava McMillen, a student from Elizabethtown Area School District in our Commercial Art program.

##### **Mount Joy- Dave Smith**

- ★ Nathan Robbins, a student from Warwick School District in our Precision Machining program.
- ★ Chloe Kowalski, a student from Elizabethtown Area School District in our Introduction to Health Careers program.

##### **Willow Street- Jim Brunken**

- ★ Wyatt Giberson, a student from Lampeter Strasburg School District in our Introduction to Construction Careers program.
- ★ Emma Lawson, a student from Penn Manor School District in our Nursing Assistant program.

Ms. Stephens motioned and Dr. Fullerton 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**

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

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

**I. Resignations/Retirements:**

<b>Employee</b>	<b>Position Title</b>	<b>Hire Date</b>	<b>Resignation Date</b>	<b>Location</b>
Tammy Karpinski, Retirement	Intro to Health Instructor	08/16/2006	06/30/2021	Brownstown
Suzette Renshaw, Retirement	Intro to Culinary Instructor	02/11/1991	06/30/2021	Brownstown
Anita "Nina" Whiting, Resignation	Cafeteria Worker	03/05/2019	10/16/2020	Willow Street

**II. Appointments:**

<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Linda Huyard	Full- time Evening Practical Nursing Instructor	\$58,717, B6, annual; Exempt, with Professional benefits	10/05/2020	Health Sciences Campus
Jacquelyn Orr	Part- time Practical Nursing Instructor	\$38.98 hourly; Exempt, without benefits	10/19/2020	Health Sciences Campus
Kierra Martin	Part- time Practical Instructor	\$38.98 hourly; Exempt, without benefits	10/26/2020	Health Sciences Campus

## **Action Items**

- Approval of 2020-21 Column Movement:
  - Richard Moore, Introduction to Transportation Careers, Column A to B
  - Carl Warden, Materials and Logistics Handling, Column A to Column B
  - Brandon Green, Culinary, Column A to Column B
- Approval 2020-21 Mentors
  - Lavon Hershberger for Linda Huyard
  - Allison Nolt for Sonya Stover
- Approval FMLA- Jessica Klufkee, effective 10/28/2020
- Permission to Hire in Absence of a November JOC meeting

Ms. Cresswell- McGrann motioned and Ms. Maio 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. Brenner provided the Finance Committee report as listed.

## **Financial Reports**

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

## **Quarterly Reports**

- ePrint Center; Activity Account

## **Permission to Purchase/Bid/RFP**

- Permission to Purchase
- Purchase/Bid: Grants (Perkins, Teacher Innovation, State Equipment)

- RFP: Maint. Services- General contractor, plumbing, electrical, HVAC- 3 years  
Dr. DelPriore was asked to provide additional information. The CTC is looking for a preferred vendor, not exclusive vendor, for these contracts under the \$11,000 bid threshold. We have not done this in at least 10 years.

### **Seeking Approval**

- Reconciliation of 2019-2020 Funds
  - Return \$100,000 to sending school districts, transfer \$50,000 to Unrestricted Fund for program development, transfer estimated remainder of \$236,360.10 to 2001 Capital Reserve for roof restoration project

Dr. DelPriore stated we have a lot of facility needs and the JOC has assisted us in getting the money to go towards these. Non-capital expenses for new programs, as we typically move all of our money to capital reserve, however not all items meet the threshold.

- Forego \$450,000 19-20 allocation from Adult Education to General Fund
- Take obsolete/excess equipment for auction (HK Keller)
- STS Teacher Addendum
  - Increase sub pay for longer-term placements (Day 11-59) at \$140 per day; 60 days and beyond to become LTS on Step 1A, retroactive to 9/1/2020

Dr. DelPriore explained that this would allow any substitute teacher and increased daily pay due to additional planning required of longer-term placements, which help with consistency of instruction. Would like substitutes placed for 60 days and beyond to be officially become a LTS, and to have it formalized as a consistent procedure.

- Permission to purchase and pay 11/2020 expenses due to no November meeting
- Motion to approve the settlement of Civil Action No. 18-09468 in the Lancaster County Common Pleas Court, subject to the solicitor's final review and approval of the written settlement agreement
- Motion to approve the attached early retirement incentive plan for the 2020-2021 school year, subject to the formal acceptance of those terms by the Vocational Technical Teachers Association of Lancaster County and the Act 93 administrative group

### **Informational Items**

- 2021-2022 Budget Preparations, Presentations
- IT has created a 5-year replacement plan
- Proceeds for Tiny House Auction- \$35,012.70
- 2019-2020 Audit- Presentation at January Meeting, not December

- Future JOC Agendas- Moving Finance Committee report to approve recommendations of Building & Property, Planning & Development, but before Policy Committee

Mr. Brenner motioned and Ms. Stephens seconded to approve the Finance Committee items presented.

Mr. Keener requested that the legal settlement agenda item be broken out of the Finance Committee report. Mr. Brenner amended his motion. Ms. Stephens seconded to approve the Finance Committee items presented, removing the legal settlement agenda item. All members present voted in favor.

Mr. Keener spoke regarding the legal settlement prior to the motion.

Mr. Keener voted nay on the motion to approve the legal settlement. All other members present voted in favor. The motion passed.

## **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. Eppig provided the Building and Property Committee report.

### **Informational Items**

- Maintenance Services- General contracting, plumbing, electrical, HVAC- 3 years
- MJ 2nd Roof Project is starting 10/12/20
- Scheduling date of CDL trailer flooring replacement
- BT mobile trailer demo scheduled 3rd week of October
- WS swales maintained next to Willow Valley, due to erosion
- Working on signage with Principals for all Campuses regarding public use
- Act 44 updates
- Buchart Horn, Brownstown WasteWater Treatment Plant

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**

Dr. Fullerton provided the Planning & Development Committee report.

### **Action Items**

- New Choices- New Advisory Board Member
  - Clarence C. Kegel III, Community Representative

### **Information Items**

- Welding Pilot Program- will now begin in 2022-2023
- Mental Health: Student & Employee Services, with these challenging times it is important for us to take care of our students and employees.
- [www.Futurereadypa.org](http://www.Futurereadypa.org)- more information will be provided once administrators are able to review this data that was just shared.

### **Updates**

- [Enrollments](#)- only 18 students under where we were this time last year
- Updated Professional Development Schedule- the October professional development had to be cancelled.

Dr. Fullerton motioned and Ms. Stephens seconded to approve the Planning & Development Committee items presented. All members present voted in favor.

## **POLICY COMMITTEE**

**Members – Joyce Stephens, Grant Keener**

**Administrators – April Hershey, Stuart Savin**

Ms. Stephens presented the Policy Committee Report.

### **Action Items**

- 2nd Reading and Approval of Title IX and continuation of Series 200 Policies
  - [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 asked if there were any questions on the previously reviewed policies. There were no questions.

- 1st Reading of COVID related changes and continuation of Series 200 Policies

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

- [309.1](#)- Telework
- [314](#)- Physical Examination
- [318](#)- Attendance and Tardiness
- [332](#)- Working Periods
- [226](#)- Searches
- [227](#)- Controlled Substances-Paraphernalia
- [228](#)- Student Organizations
- [229](#)- Student Fundraising
- [230](#)- Public Performances by Students
- [231](#)- Social Events and Class Trips
- [232](#)- Student Involvement in Decision-Making- There was discussion on how we can involve students in our board. Please reach out to Joyce with any ideas, or any examples of student involvement at the CTC board level in the past. Mr. Keener shared that his school board has greatly benefited from student involvement. This policy was to be brought back for implementation guidelines.

- [233](#)- Suspension and Expulsion
- [235](#)- Student Rights and Responsibilities
- [237](#)- Electronic and Personal Communication Devices
- [240](#)- Contests for Students
- [248](#)- DELETED, now covered in Policy 103

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

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

**NEW BUSINESS**

- JOC member volunteer for the School Wellness Committee. Dr. Savin explained the requirement in the coming policy update calling for a JOC board member to be on the school wellness committee. There was discussion on what the commitment would be. Once a year meeting to review our wellness plan. We will ask for a volunteer in December.

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

Mr. Eppig thanked everyone for coming out tonight and reminded the members that there will be no November meeting.

**ADJOURN TO EXECUTIVE SESSION**– Mr Eppig called for adjournment to executive session at 8:14 PM. Ms. Stephens motioned and Dr. Fullerton seconded adjournment to executive session. All members present voted in favor.

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Richard Brenner, Secretary

10/22/2020