

**JOINT OPERATING COMMITTEE MEETING MINUTES
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
MONDAY, DECEMBER 14, 2020
Virtual Meeting**

Attendees: Chip Roten, Christopher Straub, Craig Hummer, Debra Sturgis, Dina Maio, Grant Keener, Joyce Stephens, Mara Cresswell McGrann, Millard Eppig, Richard Brenner, Sandra Duncan, Tim Malloy, Tim Stayer

Absent: James Byrnes, John Smucker, Steven Bushey

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, Jason Wise- Director of IT

Mr. Eppig called the meeting to order at 7:01 PM.

WELCOME- Mr. Eppig welcomed the meeting members and those watching online. Participants were reminded that the meeting is recorded and to please identify themselves prior to speaking, including board members making and seconding motions.

Mr. Eppig announced the JOC held an executive session on 11/10/2020 and prior to tonight's meeting to discuss the contract. An executive session will also be held after the regular meeting for personnel and legal.

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Mr. Hummer motioned and Mr. Malloy seconded to approve the agenda as presented. All members present voted in favor.

PUBLIC PARTICIPATION* – There were no public comments.

SUPERINTENDENT'S REPORT- There was a PAC Meeting on November 10, 2020. Dr. Hershey shared the districts have remained in contact with the CTC to discuss quarantined students and school closures.

DIRECTOR'S REPORT- Minutes of the October 22, 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.

Approve [2021 JOC Meeting Schedule](#)

GAC Meeting Minutes- A GAC meeting was held on 10/27/2020. Dr. Savin asked Ms. Stephens to provide the committee with an update from the meeting. Ms. Stephens shared that the GAC is looking for additional members. Mr. Sload has stepped down as chair. The meeting provided updates of previous reviews on budget, programming and enrollment. Dr. Savin introduced the names of the individuals we are proposing to join as members of the GAC, as listed below.

New GAC Members

- Stephanie Larkin- ABC Keystone Chapter
- Timothy Bianchi, Ph.D.- Thaddeus Stevens College of Technology

We are working towards a three year rotation of GAC members based on PDE recommendations.

Requesting Approval Updated Health & Safety Plan, Revisions

Dr. Savin shared that we are required to update our plan, to include the attestation which is available for review at the end of the document. We are currently holding classes in a hybrid schedule.

Informational

- Plans for resuming in-person instruction and costs involved.- Dr. Savin expressed his thanks to the principals, the staff, Tim Klein and the Business Office team in determining how to bring back the students with the updated regulations to reopen safely. DelPriore shared that this plan will require us to hire additional staff and purchase tables and reviewed the additional costs associated, expected to be between \$70-75,000.

Dr. Savin reviewed the students of the month as listed below.

November 2020 Students of the Month

Brownstown

- ★ Bradey Cunningham, a student from Lampeter-Strasburg School District in the Electrical Construction Technology program.
- ★ Gabriella “Gabby” Cuesta, a student from Conestoga Valley School District in our Introduction to Visual Communications Careers program.

Mount Joy

- ★ Luis Segarra, a student from Hempfield School District in our Welding Technology program.
- ★ Natalie Snyder, a student from Conestoga Valley School District in our Electro-Mechanical Engineering program.

Willow Street

- ★ Jacob Hankins, a student from Cocalico School District in our Automotive Technology program.
- ★ Alanah DeJesus, a student from Manheim Township School District in our Veterinary Assistant program.

Mr. Straub motioned and Mr. Brenner 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, Steven Bushey

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. Creswell McGrann presented the personnel report as listed below.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
Jay Kopp, Retirement	Instructional Coach	09/06/1983	06/03/2021	Brownstown
Linda Gainer, Retirement	Administrative Assistant to the Principal	01/27/1992	06/30/2021	Mount Joy
Lynn Hershey, Resignation	Part- Time Practical Nursing Instructor	07/15/2019	12/31/2020	Health Sciences Campus
Kyle Young, Resignation	Precision Machining Instructor	08/22/2016	01/08/2021	Mount Joy
Tanya Long, Resignation	Health Careers Instructor	08/25/2003	06/03/2021	Mount Joy
Mary Wubbolt, Resignation	Dental Hygiene Program Director	07/29/2019	04/30/2021	Willow Street
Philip Pope, Retirement	Maintenance	09/11/2000	06/30/2021	Willow Street

II. Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Marcos Maestre	Administrative Assistant- Food Services	\$15.21 hourly; Non- exempt, with benefits	11/11/2020	Willow Street
Kevin Kaiser	Custodian	\$11.71 hourly; Non- exempt, without benefits	12/01/2020	Mount Joy
Jennifer Houser	Custodian	\$15.08 hourly; Non- exempt with benefits	01/04/2021	Willow Street
Kaitlyn Richartz	Part- time Practical Nursing Instructor	\$38.98 hourly; Exempt, without benefits	TBD	Health Sciences Campus

Informational Item

- Doug Stevens transfer from the Introduction to Manufacturing program to the Precision Machining program effective 1/11/2021

Action Items

- Elimination of grant funded position- D. St. Onge- New Choices
- FMLA, Richard Moore, effective 11/04/2020
- FMLA, Suzette Renshaw, effective 12/03/2020
- FMLA, David Tappany, effective 01/07/2021
- FMLA, William Hall, effective 12/01/2020
- FMLA, Steve Pelsinski, effective 11/20/2020

Ms. Cresswell- McGrann motioned and Mr. Brenner seconded to approve the Personnel 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. Stayer presented the building and property committee report as listed below.

Informational Items

- Maintenance Services- General contracting, plumbing, electrical, HVAC- 3 years Public opening on 12/2/20- Recommended vendors in Finance Permission to Award Bid
- MJ 2nd Roof Project finishing, final inspection
- CDL trailer flooring replacement completed
- BT mobile trailer demo is completed.
- BT Intro to Transportation roof replacement starting week of 12/14 weather permitting
- MJ Playground surfaces, quoting replacement due to wear
- Buchart Horn, BT WWT Plant timeline update:
 - Surveying: Week of December 14
 - Geotechnical: January, early February
 - Bidding: March, April
 - Construction/Installation: June, July

Funding from 2001 Capital Reserve-\$400K encumbered, \$17K spent
Estimated amount is \$132,200.00

No action items were presented and no motion was required.

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Millard Eppig

Members – Chris Straub, Grant Keener, Dina Maio

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

Mr. Eppig presented the Planning & Development Committee report.

Action Items

- Transition of New Choices to YWCA, elimination of program 12/31/2020.
- Comprehensive Plan- Professional Development Committee

Information Items

- Private Licensed School - Distance Education Application - Submitted Nov 17th
- Articulations- NEIB, Delaware Valley University, Penn College of Technology

Updates

- Enrollments
- In-Service Activities- Nov 25th

Mr. Eppig motioned and Ms. Duncan seconded to approve the Planning & Development 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 introduced Dr. DelPriore and Ms. Allison who provided a comprehensive report on the proposed budget for the 21-22 school year.

PRESENTATION: Proposed 2021-2022 General Fund & Adult Education Budgets

- Dr. Michael DelPriore, Business Manager
- Ms. Amanda Allison, Assistant Business Manager
- General Fund Budget Packet for Countywide School Board Members

Budget cycles have been combined in order to present both the secondary and post-secondary budgets at the same time. The post-secondary budget is informational. The secondary budget has been previously reviewed with the administration team, the General Advisory Committee (GAC), the Professional Advisory Committee (PAC), as well as the Superintendent of Record, JOC Chair and the Finance Committee members. Dr. DelPriore reviewed the powerpoint presentation with the members. The JOC is being asked to approve the budget to be sent out to the districts. The budget is then sent to the districts for approval, with the secondary budget information provided to the district business managers to be shared with the countywide school board members. Dr. DelPriore and Dr. Savin are available to attend district board meetings as requested.

Ms. Allison presented the adult education tentative budget. Full adult education tuition and fee increases will be brought to the January board meeting. Fees will now match for degree and diploma programs.

Mr. Brenner, Mr. Hummer and Dr. Savin thanked Dr. DelPriore and Ms. Allison for the presentation and their work on the budget project.

Mr. Brenner presented the remainder of the Finance Committee report as listed below.

Financial Reports

- Treasurer's Reports:
 - General Fund- October, November
- Line Item Report
- Bill Payment Listing; Bill Payment Summary
- Internal Service Fund Reports– Health
- Cafeteria Report- currently showing a loss, as expected from the ongoing COVID pandemic.

There were no anomalies in these reports.

Permission to Purchase/Bid/RFP, Award Bids/RFPs

- Permission to Purchase
- Permission to Award Bids/RFPs

Seeking Approval

- Send Proposed 21-22 General Fund Budget to districts for review and vote
- 2019-2020 District Reconciliation of Funds
- Transportation contract increase of 2.68% (average of sending district increases)

- Add clause to contracts: *In the event that school is closed due to weather, the COVID-19 pandemic or other reasons, the number of school days in a particular month shall be reduced and the daily rate for service will not be paid for school closure days.*
- Exceptions: Hempfield- 4%, Graybill- 10% increase due to additional routes
- Updated Bus Driver List
- Reappointment of Kegel, Kelin, Litts & Lord (solicitor and bond counsel) and Sager, Swisher & Co. (auditor)
- Lease Renewal- Public Safety Training Center- 7/1/2021-6/30/2024
- Cease sponsorship of New Choices program, January 1, 2021
 - Lease ends at LCWIB on 12/31/2020; Grant ends on 12/31/2020
 - Permission to transfer grant assets, CTC laptop to New Choices program. There were no concerns with this request in committee.
- Termination of Partnership Agreement with Pet Pantry to perform animal surgeries at the CTC. Dr. DelPriore explained that this is due to a staff change at the Pet Pantry and they are requesting to no longer provide this service. Our teachers are hard at work to determine how to continue to provide these opportunities for their students.

Informational Items

- Collections legal process- inactive collections accounts. Dr. DelPriore explained that we had previously allowed these accounts to go inactive. These accounts are primarily students on the adult side, occasionally employees who left without paying back required tuition reimbursement. This is the last step in trying to recoup funds. Mr. Keener asked what the outstanding balance is. There would be a legal fee for recouping these accounts, and we would only look to pursue a handful of accounts. Mr. Keener asked about the policy for dropping a student from a program for non-payment. Dr. Savin shared that we have not previously worked to update student accounts on the adult side, however, we are now updating forms and processes. These new processes will allow us to go forward with collections. We are coaching those in the positions to be aware of these procedures and having them the same across all of the adult education programs.
- Investment options for unrestricted accounts
- Preliminary online auction results- Revenue of \$15,882
- Reduced revenue from cafeteria due to hybrid instructional model
- Updated 5-Year Plans- Instructional Equipment; Facilities/Maintenance & IT Collaborative documents for updates to the JOC on these needs and requests.

- Updates:
 - Early Retirement Incentive Plan- this retirement incentive is viable and the required amount of employees have submitted retirement requests.
 - Bright Horizons Enrollment/Finances

Mr. Brenner motioned and Mr. Hummer seconded to approve the Finance 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.

Action Items

- 2nd Reading and Approval of COVID related changes and continuation of Series 200 Policies
 - 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
 - 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

There were no questions on the policies for second reading and approval. She explained that we will circle back to the 300 series after contract negotiations. We have therefore moved on to the 600 series for first reading as listed below. She reviewed the proposed changes to the following policies:

- 1st Reading of Series 600 Policies and COVID related changes
 - 601- Fiscal Objectives
 - 602- Budget Planning
 - 603- Budget Preparation- Secondary
 - 603.1- Budget Preparation- Post-Secondary
 - 604- Budget Adoption- Secondary
 - 604.1- Budget Adoption- Post-Secondary
 - 607- Tuition Income- Secondary
 - 608- Bank Accounts
 - 609- Investment of Funds
 - 610- Purchases Subject to Bid Quotation
 - 611- Purchases Budgeted
 - 612- Purchases Not Budgeted
 - 613- Cooperative Purchasing
 - 614- Payroll Authorization
 - 615- Payroll Deductions
 - 616- Payment of Bills
 - 617- Petty Cash
 - 618- Student Activity Funds Production Accounts
 - 619- Audit
 - 620- Fund Balance
 - 621- Capital Reserve
 - 622- GASB Statement 34
 - 624- Taxable Fringe Benefits
 - 625- Credit Cards
 - 626 - Federal Fiscal Compliance
 - Attachment- Allowability of Costs
 - Attachment- Cash Management
 - Attachment- Costs Obligations Property
 - Attachment- Procurement
 - Attachment- Subrecipient Monitoring
 - 626.1- Travel Reimbursement- Federal Programs
 - 203- Communicable Diseases, AR
 - 233.1- Suspension and Dismissal- Post-Secondary
 - 234- Pregnant/Married Students- Secondary
 - 803- School Calendar- Secondary, AR
 - 803.1- School Calendar- Post-Secondary

Mr. Keener shared that the policy committee also had a discussion on working with the foundation to allow them to continue to do their good work through events while abiding by our policies.

Mr. Brenner asked about policy 234. This policy is required due to state law.

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

OLD BUSINESS

- A JOC member is needed as a volunteer for the School Wellness Committee JOC representative. Please contact Stephanie or Dr. Savin if you would like to volunteer for this position.

NEW BUSINESS

- Standing Committee Selection- Please fill out this form by January 15, 2021.

OPEN JOC DISCUSSION – Mr. Eppig opened the floor for JOC member comments and wished the JOC members and administrators a happy holiday and happy new year.

Ms. Stephens thanked the administration, staff and faculty for their hard work and flexibility on a daily basis in this difficult year. It is appreciated.

ADJOURN- Mr. Eppig called for adjournment to Executive Session at 8:21 PM

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

Richard Brenner, Secretary

12/14/2020