

**Joint Operating Committee Minutes**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**Thursday, February 25, 2021**  
**Willow Street Campus**

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

Absent: James Byrnes

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- IT Director

Mr. Eppig called the meeting to order at 7:11 PM.

Dr. Savin recognized John Smucker's 10 years on the JOC and thanked him for his service on the Joint Operating Committee as he is stepping down from the board. Mr. Smucker stated that it has been a pleasure to serve and that he expects great things to continue to come from the LCCTC.

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**WELCOME-** Mr. Eppig welcomed everyone to the meeting.

**ROLL CALL**

Mr. Eppig announced the JOC held an executive session prior to tonight's meeting to discuss personnel and the contract.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA** – Ms. Stephens motioned to approve the agenda as presented, adding a motion to approve changes to the secondary education programs under the recommendations in the Directors report. Ms. Sturgis seconded the motion. All members present voted in favor.

**PUBLIC PARTICIPATION\*** – There were no requests for public participation.

**PRESENTATION**- Jen Baker of the LCCT Foundation presented the Innovation Awards. She shared the mission of the foundation: to ensure the LCCTC has the materials, equipment and funding to provide the best in career training for high school and adult students. She provided an overview of the foundation's support, providing over \$646,000 in grants and grant matches over the past 5 years. She shared the 2020-2021 Teacher Innovation Grant Awards:

Interactive Media & Web Design- Wacom Drawing tablets to create a production work space.

Animal Production Science & Technology- Calf Simulator, bovine milking udder simulator, bovine injection simulator, bovine breeder artificial insemination simulator, bovine artificial insemination cervix training kit, and swine breeder artificial insemination simulator.

Nursing Assistant/Home Health Aide- Bathing and Life form manikins

RV & Outdoor Power Equipment- EFI Diagnostic software & tools.

These grants totaled \$42,000 of equipment for this year. These items were great timing due to the covid restrictions and allow for the students to still have "hands on" experience. She thanked the group for their time. The JOC members thanked her for her presentation and the foundation's support.

**SUPERINTENDENT'S REPORT**- Dr. Hershey thanked Dr. Leichter for attending the January JOC meeting in her absence. She shared with the JOC that the superintendents were in support of the budget and supported the program changes as reviewed.

**DIRECTOR'S REPORT**- Minutes of the January 28, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes, Policy Committee Minutes

**GAC Meeting Minutes**- A GAC meeting was held on 2/9/2021. Ms. Stephens provided the committee with an update from the meeting. The GAC has three new members who have joined in 2021; Anna Ramos from the Lancaster County Workforce Development Board, Stephanie Larkin from ABC Keystone, and Dr. Tim Bianchi from Thaddeus Stevens College of Technology. The members reviewed the program planning for 2021-22. The GAC members were asked to think about other programs that the CTC could be providing. They received information on the virtual student visits, expanded student pathways, and the summer camps to be held this summer. We are still looking for some additional GAC members and Dr. Savin can be contacted if anyone has

suggestions. The members also spoke about how the school is continuing to move forward during the Covid-19 challenges.

**Local, State, and Federal Projects**– Dr. Savin provided the committee with updates. All changes from the previous meeting are reflected in red. Dr. DeIPriore explained the Cares Act round two, with grants for secondary and post-secondary totaling over 1.2 million to be received by the CTC. We will bring additional information to the members once we receive it. We are still waiting on the restrictions of the grant to know how we will be able to spend these monies.

### **Recommendations for Program Changes and Eliminations**

Memo 1, Memo 2 and Resolution

Dr. Savin reviewed Memo 1, regarding the Curtailment/Alteration of the Educational Program and Related Personnel Actions – Event Planning & Tourism Services Management Program, and Memo 2, regarding the Curtailment/Alteration of the Educational Program and Related Personnel Actions – Sports Medicine and Rehabilitation Technician Program

He also reviewed the Resolution:

NOW, THEREFORE, BE IT RESOLVED, by the LCCTC Joint Operating Committee as follows:

1. Pursuant to Section 1124(a)(2) of the Public School Code, the Joint Operating Committee approves the elimination of the Event Planning & Tourism Services Management Program and Sports Medicine and Rehabilitation Technician Program, effective the end of the 2020-2021 school year.

2. Pursuant to its authority under Section 1124(a)(2) of the Public School Code, the Joint

Operating Committee approves the furlough of the following tenured instructors/employees from their employment, effective June 30, 2021:

a. Florence Batten – LCCTC Willow Street Campus - Sports Medicine and Rehabilitation Technician Program

b. Alison Shepler – LCCTC Mount Joy Campus - Event Planning & Tourism Services Management Program

3. LCCTC's Administrative Director or his designee shall take such other action as may be necessary or appropriate to carry out this Resolution, including, but not limited to, notifying the affected employees identified above in writing of their furloughs and their

procedural rights to challenge their furloughs, as well as the adoption of this Resolution.

4. LCCTC's Administrative Director or his designee is authorized to commence the process for the establishment of a new Welding Pilot Program at the Willow Street Campus and the expansion of the Introduction to Health Care Program at the Mount Joy Campus, subject to the Joint Operating Committee's final review and approval of all decisions for the hiring of personnel or expenditure of funds in compliance with Section 508 of the Public School Code.

Dr. Savin reviewed the motion added to the agenda by the JOC.

Motion to approve the following changes to the secondary educational programs: (1) discontinue the Medical Administrative Assistant program taught by Holly Masiano at the end of the 2020-2021 school year; (2) expand the Medical Assistant Program to offer two classes beginning with the 2021-2022 school year; and (3) transfer Ms. Masiano into the new instructor position for the expanded Medical Assistant Program effective the beginning of the 2021-2022 school year, pending confirmation of her eligibility, and subsequent ability to obtain the add-on PDE Medical Assistant (CIP 51.0801) certification, no later than June 30, 2021.

**NOCTI and NIMS:** In accordance with Act 136 of 2020 and with JOC approval, LCCTC, is seeking a waiver from the PA Secretary of Education to waive the NIMS and NOCTI exams on a school-wide basis for the 2020-21 academic year.

Dr. Savin shared that while we have remained in session, over 34,000 hours of instruction has been missed by our students due to Covid quarantines and illness, which has helped us to determine the need to request this waiver.

January 2021 Students of the Month

**Brownstown-**presented by Mr. Wolfe

- ★ Richard Dworsak, a student from Elizabethtown Area School District in the Interactive Media and Web Design program.
- ★ Ian High, a student from Manheim Central School District in our Electrical Construction Technology program.

**Mount Joy-** presented by Mr. Smith

- ★ Madison Rinier, a student from Manheim Township School District in the Metal Fabrication program.
- ★ Yaneth Vazquez Ortiz, a student from Solanco School District in our Culinary Arts/Chef program.

**Willow Street-** presented by Mr. Brunken

- ★ Abbegayle Ezard, a student from Penn Manor School District in the Veterinary Assistant program.
- ★ Rahel Amanuel, a student from Conestoga Valley School District in our Dental Assistant program.
- ★ Lilyana Rosado, a student from the School District of Lancaster in our Automotive Technology program.

Mr. Straub motioned and Ms. Stephens seconded to approve the Directors report as presented.

Ms. Stephens motioned to break out the motions for the Memos, Resolution, and Program Changes. Mr. Malloy seconded the motion.

Motion to approve the Resolution for the Elimination of the Event Planning & Tourism Services Management and Sports Medicine and Rehabilitation Technician Programs and Furlough Those Program Instructors, effective the end of the 2020-2021 school year. Ms. Stephens motioned and Ms. Duncan seconded the motion. All members present voted in favor.

Motion to approve the following changes to the secondary educational programs: (1) discontinue the Medical Administrative Assistant program taught by Holly Masiano at the end of the 2020-2021 school year; (2) expand the Medical Assistant Program to offer two classes beginning with the 2021-2022 school year; and (3) transfer Ms. Masiano into the new instructor position for the expanded Medical Assistant Program effective the beginning of the 2021-2022 school year, pending confirmation of her eligibility, and subsequent ability to obtain the add-on PDE Medical Assistant (CIP 51.0801) certification, no later than June 30, 2021. Mr. Straub motioned and Ms. Creswell-McGrann seconded the motion. All members present voted in favor.

Mr. Eppig shared the following statement: The Joint Operating Committee does not relish furloughing dedicated teachers- but it does have a duty to regularly review programs to ensure they have sufficient student enrollments to warrant their continuation. The Joint Operating Committee has asked the administration to determine if those teachers affected by these furloughs might be qualified to fill other instructor positions that will become vacant due to retirements and resignation. The administration has assured the Joint Operating Committee that it will do so, and I wanted to make sure that fact was publicly stated.

## **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 provided the Personnel Committee report.

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

<b>Employee</b>	<b>Position Title</b>	<b>Hire Date</b>	<b>Resignation Date</b>	<b>Location</b>
Michael Pasqualucci, Resignation	Director of Transportation Technologies	05/28/2019	02/23/2021	Mount Joy
Grace Walters, Retirement	Administrative Assistant	03/24/2011	06/30/2021	Willow Street

#### **Appointments:**

<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Nicole Sabil	Academic Coach	\$20.00 hourly; Non- exempt, without benefits	03/01/2021	Willow Street
Lisa Sunday	Dental Hygiene Instructor	\$35.00 hourly; Non- exempt, without benefits	02/02/2021	Willow Street
Diana Smith	Instructional Coach	\$90,057(117); Exempt, with benefits	05/26/2021	Mount Joy

#### **Change of Assignment:**

<b>Employee</b>	<b>Position Change From:</b>	<b>Position Change To:</b>	<b>Start Date</b>	<b>Location</b>
Stephanie Mason	F/T Practical Nursing Instructor; \$57,337 (B5); Exempt, with benefits	P/T Practical Nursing Instructor; \$38.98 hourly; Exempt, without benefits	04/23/2021	Health Sciences Center

### **Action Items**

- Approve transfer agreement- J. Collier- This agreement is a follow-up from the transfer of the appointment of this staff member to the IU13.
- Approve Bret Kaylor for CDL class day to day oversight extra duty stipend effective 2/24/2021 until Transportation Director is hired. (\$250 a month)
- Approve Paul Ranck for CDL 3rd party testing day to day oversight extra duty stipend effective 2/24/2021 until Transportation Director is hired. (\$250 a month)
- Approve unpaid leave of absence, Rick Moore, through June 3, 2021

Ms. Cresswell- McGrann motioned and Mr. Roten 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 DelPriore, Jason Wise**

Mr. Stayer provided the Building and Property Committee report.

### **Informational Items**

- MJ Playground surfaces, quoting replacement is on going
- Low Light camera projects MJ and HSC
- Tremco Roof Restoration Plan Update(BT)
- Summer Projects
  - Facilities Tracker and using five year plan
  - Prioritize Principal building upgrade requests per campus
  - Program moves to establish summer plans list 2021
- WS Sewer Pipes:
  - Mr. Rehab site visit 2/9, shared videos of pipes
  - Custom Plumbing quote \$5910.00 for outside cleanout
- Buchart Horn, BT WWT Plant timeline update:
  - Surveying: Completed; Geotechnical: Late February(weather delays)
  - Bidding: March, April; Construction/Installation: June, July

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**

Ms. Maio presented the Planning & Development Committee report.

### **Informational Items**

- Enrollment 21-22
- Distance Education Application Update
- Program Review & Planning

No action items were presented and no motion was required.

## **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 presented the Finance Committee report.

### **Financial Reports**

- Treasurer's Reports:
  - General Fund- January
- Line Item Report
- Bill Payment Listing; Bill Payment Summary
- Internal Service Fund Reports– Health- HSA contributions are now listed. We still added \$114,000 added to this fund for the year.
- Cafeteria Report- We received a \$5,000 continuity of education grant to help with this deficit due to the ongoing covid restrictions.

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

- Permission to Purchase
  - \$5,000 Certa Pro Painting- Brownstown Campus, 2018 Capital Reserve



- Permission to Bid
  - Ventilation System- Intro to Manufacturing Space- Willow Street
  - Welders- Intro to Manufacturing, Welding- Willow Street
  - Perkins Revisions: Allocation has not changed, just the items
    - Small Wheel Loader (increased budget to \$90,000)
    - Skid Loader (budget of \$40,000)

### **Seeking Approval**

- 2021-2022 General Fund Budget Adoption
  - Budget Packet, Voting Results, District Voting Resolutions
    - The budget passed with a vote of 136 for and none against..
- Partnership Agreement: Dr. Bryan Langlois & One Dog at a Time- Veterinary Assistant Surgical/Clinical Experience for students for the remainder of the school year.
- Collective Bargaining Agreement Memorandum of Understanding for contract rollover for the 2021-2022 school year.

### **Informational Items**

- Transportation Study, Recommendation for future improvement due to the cost that this was quoted to cost. The suggestion from the committee was to ask the transportation directors from the sending districts to work together to work on solutions for this. This request will go to the superintendents at the March 9th PAC meeting. Dr. DelPriore thanked the committee for their recommendation for this support. Dr. DelPriore explained what the solutions may be and what the current system looks like. We would like to find a more efficient and cost effective way to transport these students. We can come back with recommendations to the JOC once we have examined it.
- ePrint Center Update
- Willow Valley Discussions on Access Road
- Pending Grants- Secondary and Post-Secondary- More than \$1M to come, as previously reported under the Director's report.
- Capital Reserve Planning, Usage- Next few years- Dr. DelPriore explained that we are sharing these plans quarterly, however we will continue to discuss the use of capital reserve funds as well as using other funding sources. Mr. Hummer shared that he appreciates this level of

Mr. Hummer motioned and Ms. Stephens seconded to approve the Finance Committee report.. All members present voted in favor.

Mr. Eppig thanked Corey Andrew for working together for the rollover of the CBA MOU for the 2021-22 school year, and thanked him for his time and work on this project.

## **POLICY COMMITTEE**

**Members – Joyce Stephens, Grant Keener**

**Administrators – April Hershey, Stuart Savin**

Ms. Stephens presented the Policy Committee report.

### **Action Items**

- First Reading
  - 100 Comprehensive Planning- as received from PSBA.
  - 100.1 Strategic Plan- This policy aligns with many of the post-secondary programs and is still required to be kept, while 100 covers our secondary requirements.
  - 134 Commercial Truck Driving School Drug/Alcohol Testing- This policy is from the solicitor, and follows the Department of Transportation's (DOT) rule for the Federally regulated transportation industry.
  - 232 Student Involvement in Decision Making- There was discussion in the committee regarding this policy and ways to include student involvement with the JOC. There was discussion on possibly inviting student leaders to the JOC dinners once we are able to begin holding them again, as well as inviting them to attend other institutional meetings. The administration will determine administrative regulations to set up this process.

### **Information Items**

Administrative Regulations- The Policy Review Committee tasked the administration with the development of the administrative regulations.

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**

Mr. Eppig announced that Tim Stayer would be taking over as Chairperson for the Building & Property Committee.

**OPEN JOC DISCUSSION** – Mr. Eppig opened the floor for JOC member comments. There were none.

**ADJOURN**- Mr. Eppig called for adjournment at 7:53 PM

Ms. Stephens motioned and Mr. Stayer seconded to approve adjournment. All members present voted in favor.

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Richard Brenner, Secretary

2/25/2021