

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

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

Absent: Diane Martin, Richard Brenner, Tim Stayer

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

Mr. Eppig called the meeting to order at 7:16 PM.

WELCOME- Mr. Eppig welcomed everyone to the meeting.

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

ROLL CALL

PLEDGE OF ALLEGIANCE

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

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

SUPERINTENDENT'S REPORT- A PAC Meeting was held on March 9, 2021. Dr. Hershey provided additional details regarding the meeting to the JOC members. The PAC meeting began with an update on the IU EL program and she shared it was good to hear that the transition is going well. District transportation directors will be working with the CTC to work on transportation solutions. There was a review of the enrollment and the percentage of students who had received their first, second or third choice of

program, as well as the current waitlist. The PAC members spoke about the possibility of having a CTC calendar, but she stated that she is not sure if we will ever get to that point.

DIRECTOR'S REPORT- Minutes of the February 25, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes

Local, State, and Federal Projects– Dr. Savin provided the committee with any updates. All changes from the previous meeting are reflected in red. Dr. Savin shared we have just received information on the supplemental equipment grant. Dr. DelPriore provided an update on the Cares Act and other funding. We have received the 2nd round of Cares Act monies this week, and we will begin awarding the post-secondary student awards. There will be a second round of the state monies from the GEER award (the Governor's Emergency Education Relief Fund). A third round of Cares Act monies has been awarded in the amount of \$1.45 million, but has not yet been received.

Dr. Savin shared that we will be holding an FID on Monday in order to reset from our current increase of COVID cases.

He explained the requested motions from the administration as shown below:

Guidance for the High School Graduation Class of 2021

Motion to suspend the requirement in Joint Operating Committee Policy 217 stating:

To fulfill his/her responsibilities to earn a certificate of completion, the student must:

- 2. Perform satisfactorily on the end of program NOCTI assessment if one is offered for the student's program of instruction.*

due to the COVID-19 pandemic given the current Center decision not to offer end of program assessments such as NOCTI. The LEA will still be able to award credit for students who successfully completed their CTE coursework during the 2020-21 school year.

Ms. Stephens motioned and Mr. Byrnes seconded to approve suspending the requirement in Joint Operating Committee Policy 217 stating: *To fulfill his/her responsibilities to earn a certificate of completion, the student must: 2. Perform satisfactorily on the end of program NOCTI assessment if one is offered for the student's program of instruction,* due to the COVID-19 pandemic given the current

Center decision not to offer end of program assessments such as NOCTI. All members present voted in favor.

Motion to waive the Authority and Enforcement of Compulsory Attendance Requirements sections of Policy 204 attendance due to the COVID-19 pandemic.

Ms. Stephens motioned and Mr. Straub seconded to waive the Authority and Enforcement of Compulsory Attendance Requirements sections of Policy 204 attendance due to the COVID-19 pandemic. All members present voted in favor.

February 2021 Students of the Month

Brownstown- presented by Mr. Wolfe

- ★ Nicolas Eby, a student from Ephrata Area School District in the HVAC program.
- ★ Gabriel Nauman, a student from Warwick School District in our Plumbing program.

Mount Joy- presented by Mr. Smith

- ★ Leah Minnich, a student from Manheim Central School District in the Introduction to Health Careers program.
- ★ Riley Oppenheim, a student from ELANCO School District in our Electro-Mechanical Engineering program.

Willow Street- presented by Mr. Brunken

- ★ Hannah Weicksel, a student from Solanco School District in the Medical Administrative Assistant program.
- ★ Eric Shaiebly, a student from Penn Manor School District in our Introduction to Transportation program.

Awards and Certificate Planning, Countywide Principals Meeting- Mr. Smith provided an overview of what is planned for the Awards and Certificate programs for our secondary programs. They will be held on May 24, 25, and 26th and a few programs from each campus will receive their certificates outside each night at all 3 campuses. We will also have a virtual program available for our seniors and their families recognizing seniors and announcing award winners.

A Countywide Principals meeting will be held virtually on April 8th with the district high school principals.

Adult Commencement Planning- Josie Campbell, Lindsay Jones, Amber Kreger

Ms. Kreger shared that her programs will begin doing one commencement ceremony for all adult students who have graduated from June 30, 2020 thru 2021, to be held on a Saturday in May.

Ms. Jones shared that the PN program holds 5 graduation ceremonies per year. They have held 3 graduations during the pandemic, one was held outdoors, one had the students in person and the guests attended virtually, and another graduation was held entirely virtually.

Ms. Duncan motioned and Mr. Malloy 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

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 presented the personnel report as listed.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
Carol Dunfee, Retirement	First Aid Nurse	09/04/2007	06/30/2021	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Theresa Bridwell	Practical Nursing Instructor, Part- time	\$38.98 hourly; Exempt, without benefits	3/29/2021	Health Sciences Campus
Rebecca Rosado	Practical Nursing Instructor, Part- time	\$38.98 hourly; Exempt, without benefits	3/29/2021	Health Sciences Campus

Michelle Bolton	Adult Education Adjunct Instructor	\$26.76 hourly; Exempt, without benefits	7/1/2021	Willow Street
Jeff Gerstein	Admissions Advisor	\$52,210 annually; Exempt, with benefits	3/22/2021	Willow Street

Action Items

- Furlough ePrint Center Manager, effective September 1, 2021
- FMLA, Jamie Carr, effective 9/18/2021
- Jamie Carr, request for additional coursework beyond 12 credits, as outlined in Act 93 Agreement. This will allow the employee to take these courses prior to her FMLA, and then will reduce her coursework in the year she returns.
- FMLA, Lori Boger, effective 3/11/2021
- Change to Director of Higher & Continuing Education job description
- Salary adjustment for Amber Kreger, Director of Higher & Continuing Education to \$91,431.90
- Change to Program Director of Driver Testing and Licensing Center job description
- Change from Assistant Business Manager to Accountant
- Update to Building Maintenance job description

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

Informational Items

- Transfer of Professional Staff for 2021-2022 school year
 - Melody Miller from Medical Assisting to Introduction to Healthcare, Willow Street
 - Jessica Drager from Nurse Assisting to Introduction to Healthcare, Mount Joy

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer

Members – Tim Malloy, Chip Roten, Diane Martin

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

Mr. Malloy presented the Building and Property Committee report.

Informational Items

- MJ Playground surfaces pricing 3/16/21, estimates came in high and will be placed on hold at this time.
- Low Light camera projects MJ and HSC started 3/15/21
- Tremco Roof Restoration Plan Update (BT)- Re-scanned wet areas 3/12/21, additional monies will be planned for this 2 year project.
- Summer Projects/Improvements
 - Facilities Tracker and using five year plan
 - Prioritize Principal building upgrade requests per campus and program move renovations
 - Relocated Financial Aid to Room 108
 - Painted MJ Headstart, BT Room 100 and 126
 - HSC Painting to start end of March
 - BT Greenhouse heat disconnected
- WS Sewer Pipes:
 - Mr. Rehab site visit 2/9, shared videos of pipes, Mr. Rehab will quote to do their own video for next month (April) \$2,200
 - Custom Plumbing quote \$5,910 for outside cleanout
- Buchart Horn, BT Wastewater Treatment Plant timeline update: From 3/11/21 Call
 - Surveying: Completed; Geotechnical: April
 - Bidding: May; Construction/Installation: July, August

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.

Informational Items

- Enrollment 2021-22
- Social Emotional Learning Day Activities (3/26)
- CSG Mental Health Counselor

- ACTE In-Service May 7
- Classroom Tech and Distance Ed upgrades- HEERF
- Strategic Planning Update
- Summer Camp (7/12-7/15), will be cancelled if not able to have in person.
- Program Guide Updates

Seeking Approval

- 2021-22 PN Instructional Calendar- Mr. Eppig stated that a request for modifications to dates has been made and the calendar will be brought back to next month's meeting.
- CIP Code change for Precision Machining and Computer-Aided Manufacturing from 48.0599 to 48.0501. This is an internal switch of numbers for students to be able to get 9 credits if attending post-secondary institutions.

Mr. Eppig motioned and Mr. Byrnes 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 DePriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken, Amanda Allison

Mr. Hummer presented the Finance Committee report as listed below.

Financial Reports

- Treasurer's Reports
 - General Fund- February
- Line Item Report- there are a few items over budget, including the February snow removal which will be adjusted for future years.
- Bill Payment Listing; Bill Payment Summary
- Internal Service Fund Reports– Health
- Cafeteria Report- showing a loss as expected from the continuing covid restrictions.

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

- Permission to RFP: Electrical Services- Welding Program- Willow Street Campus

Seeking Approval

- Close ePrint Center on September 1, 2021, transfer any remaining production account funds to the General Fund

- Auction assets from ePrint Center, Sports Medicine program after attempting private sale with Lancaster County school districts (first), then IU and other regional CTCs prior to general auction.
- Holiday Schedule- 2021-2022 School Year, adds back in the president's day holiday that was removed during the 2 years the LCCTC hosted the SkillsUSA competition.
- Special Education Legal Services: Sweet Stevens- 2021-2022 School Year

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

Informational Items

- Transportation Update
- Willow Valley Property Update-

Mr. Hummer asked Dr. DelPriore to provide additional information to the members on the remaining Informational items.

- Facilities, Maintenance, IT 5-year plan updates
- Instructional Equipment 5-year plan updates
- End of year allocation to Capital Reserve
 - Remaining funds
 - Possible 50/50 split of Healthcare Internal Service Fund transfer between unrestricted and Capital Reserve

Dr. DelPriore shared that additional motions for approval will be brought to the JOC members in the future for these items. Mr. Hummer thanked Dr. DelPriore and the administration for providing this level of detail and the proactive approach.

POLICY COMMITTEE

Members – Joyce Stephens, Grant Keener

Administrators – April Hershey, Stuart Savin

Ms. Stephens provided the Policy Committee report as listed below. No changes have been made to the previously reviewed policies brought for approval.

Action Items

- Second Reading and Approval of
 - 100 Comprehensive Planning
 - 100.1 Strategic Plan

- 134 Commercial Truck Driving School Drug/Alcohol Testing
- 232 Student Involvement in Decision Making

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 There was no new business.

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

Mr. Straub asked that the JOC members review the email they received regarding the Foundation's changes to the Fly on the Run fundraiser for this year, and asked them to consider making a donation to the event. The Foundation is holding a virtual auction this year, and will continue to need JOC support in the online format.

ADJOURN- Mr. Eppig called for adjournment at 7:48 PM

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

Richard Brenner, Secretary

3/25/2021