

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, May 27, 2021
Willow Street Campus

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

Absent: Richard Brenner, Steven Bushey

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

Mr. Eppig called the meeting to order at 7:25 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.

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Mr. Byrnes motioned to approve the agenda as presented. Ms. Stephens seconded the motion with the addition of an employee paid administrative leave agreement under the Personnel report. All members present voted in favor.

ELECTION OF OFFICERS – Mr. Eppig reviewed the proposed slate of officers and opened the floor for any additional nominations. He proceeded with the elections.

PROPOSED SLATE OF OFFICERS

Secretary.....Ms. Joyce Stephens, Manheim Township (7/2021- 2025)

Treasurer.....Mr. Jim Byrnes, Lampeter Strasburg (2021-2022 term)

Ms. Duncan motioned and Mr. Straub seconded to approve the officers as presented. All members present voted in favor.

Assistant Secretary..... (7/2021- 2025)

There were no nominations for the assistant secretary position and this vote will be tabled until the next meeting.

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

SUPERINTENDENT’S REPORT- A PAC meeting was held on May 11, 2021. Dr. Hershey provided the committee with updates from the meeting during her report. This was the final PAC meeting of the year. She reviewed the agenda that the committee covered and shared that they are absolutely thrilled with what the CTC has been able to do with adding seats to allow for additional students to attend CTC programs. The PAC is also pleased with the 3 year process of removing financial barriers for students to attend by covering the costs of textbooks, tools and certifications in the 21-22 school year. The CTC is still working on the transportation item and Dr. DePriore is working with district transportation directors. She shared that she is looking forward to our summer break and getting back with one another in the fall. Dr. Savin stated that we will hopefully be able to do so in person.

DIRECTOR’S REPORT- Minutes of the April 22, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes; Policy Review Committee Minutes

Local, State, and Federal Projects– Dr. Savin stated that there were no updates.

GAC Meeting Minutes- A GAC meeting was held on 5/18/2021. Dr. Savin asked Ms. Stephens to provide the committee with an update from the meeting. Ms. Stephens shared that the committee is still looking for a new chairman. She reviewed the agenda items covered during the meeting and shared that open discussion was cut short due to technical difficulties.

April 2021 Students of the Month- Presented by Assistant Principal Mark Holtzman.
Brownstown

- ★ Anais Quinones Santiago, a student from Pequea Valley School District in the Commercial Art program.
- ★ Cesar Maximo Almanza, a student from Pequea Valley School District in our Plumbing program.

Mount Joy

- ★ Brian Clark, a student from Manheim Central School District in the Precision Machining program.
- ★ Lillian Keith, a student from Ephrata School District in our Welding program.

Willow Street

- ★ Austin Weaver, a student from Lititz Christian in the Automotive Technology program.

Adult Education Graduation Ceremony & Secondary Certificate & Awards Ceremonies
 Dr. Savin shared that we were able to provide in person events for our students, with modifications as required by both the pandemic restrictions and weather conditions.

Awards: Brownstown, Mount Joy, Willow Street

Pathways to Careers & Higher Education- Dr. Savin shared the Pathways brochure with the members and explained the opportunities we have for the district’s students from our high school programs, our post-secondary programs and for educational opportunities at other institutions at a reduced cost due to articulation agreements.

Ms. Stephens motioned and Mr. Byrnes seconded to approve the Directors report as presented. All members present voted in favor.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes

Members – Mara Creswell 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 reviewed the Personnel Committee report.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
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Michael Laity	Heavy Equipment Operations Instructor	06/28/2020	05/14/2021	Brownstown
Gessy Desir	Practical Nursing Instructor	01/02/2018	04/22/2021	Health Sciences Campus
Reed Hecker	Administrative Assistant- Student Services	11/13/2019	05/26/2021	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Mary Wubbolt	PT Dental Hygiene Instructor	\$35.00 hourly, Exempt; without benefits	05/01/2021	Willow Street
Tina Hoefel	PT Dental Hygiene Instructor	\$35.00 hourly, Exempt; without benefits	06/07/2021	Willow Street
Lori Lauver	Administrative Assistant to the Principal- Mount Joy	\$17.33 hourly, Non- exempt; with benefits	06/01/2021	Mount Joy
Ashley Antosh	Accountant	\$56,000 annually, Exempt; with benefits	06/07/2021	Willow Street
Jebadiah Walston	PT Practical Nursing Instructor	\$39.71 hourly, Exempt; without benefits	07/12/2021	Health Sciences Campus
Timothy Lefever	Building Maintenance Technician	\$21.20 hourly, Non- exempt; with benefits	06/07/2021	Willow Street
Jessica Weinoldt	Medical Assistant Instructor	\$53,715 (A4) annually, Exempt; with benefits	08/16/2021	Willow Street

Action Items

- Revision of resignation of Mary Wubbolt of Dental Hygiene Program Director effective 4/30/2021, JOC approved December 14, 2020, to appointment of PT Dental Hygiene Instructor effective 5/1/2021
- Change of job description- Administrative Assistant- Student Services
- Approve paid administrative leave agreement: Richard Moore

Informational Items

- Diana Smith transition plan- Ms. Smith shared that our current instructor will be transitioning into the instructional coach position for the 21-22 school year. This transition occurring during the remainder of this school year will allow for her to work with the current coach prior to that employee's retirement.

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

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer

Members – Tim Malloy, Chip Roten, Lisa Whitacre

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

Mr. Stayer presented the Building and Property committee report as listed below.

Informational Items

- Summer Projects/Improvements
 - Facilities Tracker and using five year plan to prioritize with Principals
 - (ALL)Intro to Const. (Saw Stop) Cabinet saws, Purge Days complete
- BT Campus
 - Room 108 Flooring, Ceiling
 - Tremco Roof Restoration, Greenhouse to bid demo
 - Buchart Horn, WWT Plant timeline update:
 - Surveying, Geotechnical Completed DEP Permit
 - Bidding: May; Construction/Installation: Late Summer/Fall
- MJ Campus
 - Room 108 Flooring, Ceiling,Paint and Low Light cameras
- WS Campus
 - Sewer,Mr. Rehab(June) \$2,200 Custom Plumbing \$5,910
 - New Welding program, Dust Collector, 20 welding booths,Welders
 - Medical Assistant Room 202 Flooring & Ceiling Replace
 - Cafeteria kitchen area needs
 - Adult Auto Tech, Paint floor and walls,Auto Tech New Alignment Rack
 - Air Makeup for Intro To Culinary (Pending Approval)
- HSC
 - Replaced Split Unit HVAC for data room and Low Light cameras

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 provided the Planning & Development committee report.

Action Items

- 2021-2022 Calendar - will now be built back from Certificate & Awards, to be held each Tuesday after Memorial Day.
- Pennsylvania College of Technology Articulation Agreement
- Cambridge College Articulation Agreement
- 2021-22 Adult Education Catalog

Informational Items

- Enrollment 2021-22- Currently at 91% fill rate for secondary programming. Some students are still on the waitlist, and we will continue to work on applications.
- Private Licensed School - Distance Education Application Approval
- Perkins Stakeholder Meeting- Will take place next week. 1.08 million dollars will be awarded next year.
- EOY In-Service
- Draft 2021-22 In-Service Plan
- OAC Letter- Commercial Art Program, Letter of Support We have received a letter of support for the print classes. Mr. Wolfe is currently working with his instructors.

Mr. Eppig motioned and Mr. Straub seconded to approve the Planning & Development Committee Report as presented. All members present voted in favor.

FINANCE COMMITTEE

Chair – Richard Brenner

Members – Craig Hummer, Joyce Stephens, Sandra Duncan

Administrators – Michael DeIPriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken, Amanda Allison

Mr. Hummer provided the Financial committee report.

Financial Reports

- Treasurer's Reports
 - General Fund- April

- Line Item Report
- Bill Payment: Listing; Summary
- Internal Service Fund Reports– Health, was a low claim month
- Cafeteria Report- showing an \$18,000 loss. This loss continues from the period the school was in hybrid learning. Still working through some employee vacancies.

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

- Permission to Purchase
- Permission to Award Bids/RFP

Seeking Approval

- Contracts
 - 21-22 Act 93 MOU Rollover Agreement
 - 21-22 Franklin CTC Financial Aid Consulting Services Agreement
 - 21-22 CAP Head Start Lease Agreement
 - 21-22 Contracted Meal Agreements (YWCA, CAP, Janus); Pricing
- Updated Bus Driver List- 2021-2022
- 21-22 CTC Payment Estimates:
 - District Payment Schedule; Bond Payment Schedule; Plan Con & Bond Savings Estimate; Estimated Voc Ed Subsidy Share

Mr. Hummer shared that there was a request for the Permission to Purchase item be pulled separate from the Report approval.

Ms. Duncan motioned and Mr. Byrnes seconded to approve the remainder of the Finance Committee report. All members present voted in favor.

Mr. Hummer motioned and Mr. Byrnes seconded to approve the Permission to Purchase. Ms. Stephens abstained from the vote (form attached to the minutes). All other members present voted in favor. The motion passed.

Informational Items

- Preliminary year-end fiscal projections- Dr. DelPriore shared additional information with the members. He shared that we are trying our best to be fiscally responsible with the funds that the districts provide to us. This information is being provided early as a way to provide this information for the districts to consider. Mr. Hummer asked that if the districts are concerned about monies remaining with the CTC that the members share this information with him so that

the finance committee can discuss concerns with the administration prior to the vote.

- CTC Transportation Update- Recent meeting with transportation coordinators. Dr. DelPriore shared that school districts have been speaking within their central offices and are looking for efficiencies. Ephrata has taken back the CTC routes with no increased cost.
- Audit Engagement Letter- Sager Swisher & Company LLC

POLICY COMMITTEE

Members – Joyce Stephens, Grant Keener

Administrators – April Hershey, Stuart Savin

Ms. Stephens provided the Policy Committee report. She reviewed the proposed changes to the following policies brought for a first reading.

Action Items

- First Reading
 - 106 Guides for Planned Instruction, Secondary-
 - 107 Adoption of Planned Instruction, Secondary
 - 111 Lesson Plans
 - 113 Special Education, Secondary
 - 113.1 and 113.2 will be brought to the committee after additional review.
 - 113.3 Confidentiality of Special Education Student Information, Secondary
 - 113.4 Confidentiality of Post-Secondary Student Information
 - 115 Cooperative Career & Technical Education
 - 121 Field Trips
 - 138 Language Instruction Educational Program for English Learners, Secondary- This policy was in collaboration with PSBA and the IU13.
 - 143 Standards for Persistently Dangerous Schools, Secondary
 - 144 Standards for Victims of Violent Crimes, Secondary
 - 201- Admission of Students, Secondary

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

OLD BUSINESS There was no old business.

NEW BUSINESS

Mr. Eppig announced that Craig Hummer will become the New Finance Committee Chair beginning July 1, 2021.

The 2021 PSBA Delegate Assembly will occur on Saturday, October 23, 2021 at 9:00 a.m. In accordance with many member requests, the Delegate Assembly will be a hybrid event this year. LCCTC is entitled to appoint one individual to attend the Assembly. Mr. Eppig asked for the members to consider volunteering and we will bring this back to the June meeting for a vote.

OPEN JOC DISCUSSION – Mr. Eppig opened the floor for JOC member comments. Ms. Stephens shared that she has enjoyed seeing the many photos and posts on social media regarding the Certificate and Awards events during the past week. She thanked the staff for going out of their way to make this happen. She also shared that she knows of a family who's student won a large award that will make a huge difference for their family.

ADJOURN- Mr. Eppig called for adjournment at 8:00 PM

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

Richard Brenner, Secretary

5/27/2021