

**Joint Operating Committee Minutes**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**Thursday, August 26, 2021**  
**Brownstown 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, Tim Stayer

Absent: Richard Brenner, Sandra Duncan, Steven Bushey, Tim Malloy

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, Mike Moeller, Darla Gettle, Josie Campbell, Tom Wolfe, Jim Brunken, Dave Smith, Courtney Kunes, Jonathan Heintman

Mr. Eppig called the meeting to order at 7:35 PM.

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

Mr. Eppig announced the JOC held an executive session prior to tonight's meeting for lease, contract, and personnel 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**- Dr. Hershey shared September 14th is the next PAC meeting.

**DIRECTOR'S REPORT**- Minutes of the June 24, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes, Policy Committee Minutes

**Local, State, and Federal Projects**– Dr. Savin provided the committee with updates. All changes from the previous meeting are reflected in red. ESSER funds were discussed by Dr. DeIPriore.

Health & Safety Plan- Dr. Savin shared the updated Health and Safety Plan, with highlighted additions. He read the recommended added language and explained the reasoning for the change. Masks and their possible requirements were discussed. Under 3a it was discussed to remove the words “or requirements”.

Mr. Byrnes motioned and Ms. Sturgis seconded to have “or requirements” deleted under 3a and add the highlighted section to the Health & Safety Plan.

There was a request by Mr. Keener to have the motion amended to vote separately on the highlighted section.

Mr. Byrnes motioned and Ms. Stephens seconded to amend the motion to removing “or requirements” from section 3a. All members present voted in favor.

Mr. Keener motioned for the elimination of the words “building tours, field trips” from the highlighted section. There was no second and the motion did not move forward.

Mr. Byrnes motioned and Ms. Stephens seconded to approve the Health & Safety Plan, adding the highlighted section. Mr. Keener asked for a roll call vote.

Mr. Roten- Yea  
Mr. Straub- Yea  
Mr. Hummer- Yea  
Ms. Sturgis- Yea  
Ms Maio- Yea  
Mr. Keener- No

Mr. Byrnes- Yea  
Ms. Stephens- Yea  
Ms. Whitacre- Yea  
Ms. Creswell-McGrann- Yea  
Mr. Eppig- Yea  
Mr. Stayer- Yea

With a vote of 11 to 1 the motion passed.

Cafeteria and Custodial Pay-- After a review of the sending district rates, our rates are currently \$0.90/hour lower on custodial pay and \$0.78/hour for cafeteria pay than the

average rates. We will be bringing forward a request for consideration of potential adjustments at the next JOC meeting.

Mr. Byrnes motioned and Mr. Straub 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, Lisa Whitacre**

**Administrators – Dr. Savin, 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.

**Resignations/Retirements:**

<b>Employee</b>	<b>Position Title</b>	<b>Hire Date</b>	<b>Resignation Date</b>	<b>Location</b>
Christopher Busch	Welding Instructor/Coordinator	03/18/2019	09/30/2021	Mount Joy
Shari Hertzler	Part-Time Lead Cook- Cafeteria	12/12/2017	08/26/2021	Willow Street
Larry Deibler	PT CDL Instructor/Examiner	09/27/2012	08/12/2021	Mount Joy
Jennifer Garcia	Part-Time Cafeteria	01/07/2019	08/15/2021	Brownstown

**Transfer:**

<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Jeff Gerstein	PT Admissions Advisor	\$26.77 per hour	07/19/2021	Willow Street, remote
Bethany Riker	Admissions Advisor	\$39,292.89; Exempt, with benefits	09/07/2021	Willow Street

**Appointments:**

<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Sandra Rineer	Nurse Assistant Instructor	\$54,316 (A5) annually, Exempt; with benefits	08/16/2021	Willow Street

Beth Readler	Public Safety Instructor	\$53,715 (A4) annually, Exempt; with benefits	08/16/2021	Public Safety Center
Steve Marsh	Intro to Manufacturing Instructor	\$53,715 (A4) annually, Exempt; with benefits	08/16/2021	Brownstown
Cynthia Mowery	Administrative Assistant-Student Services	\$20.16 hourly; Non- exempt, with benefits	07/19/2021	Willow Street
Jaclyn Ganse	Food Services Specialist	\$20.16 hourly; Non- exempt, with benefits	08/02/2021	Willow Street
Thomas Goehrig	Program Director Driver's Testing and Licensing Center	\$65,000 annual; Exempt, with benefits	08/02/2021	Mount Joy
Matthew Wagner	Lead Custodian	\$16.61/hour, Non-exempt, with benefits	08/24/2021	Mount Joy
Craig Turnbaugh*	Heavy Equipment Operator Instructor	\$81,060 (D17) annually, Exempt; with benefits	8/9/2021 for up to 1 full semester	Brownstown
Jeremy Waters	Adult Education Adjunct Instructor	\$26.76, Non-exempt, no benefits	08/25/2021	Willow Street
Courtney Kunes	Human Resources Director	\$102,798, Exempt, with benefits	09/13/2021	Willow Street
Erin Maddox	Advanced Health Careers Instructor	\$53,715 (A4) annually; Exempt, with benefits	08/30/2021	Mount Joy
Michelle Long	Intro to Health Careers	\$54,316 (A5) annually; Exempt, with benefits	8/19/2021	Brownstown
Mark McCracken	Assistant Principal	\$78,000 annually; Exempt, with benefits	Est. 8/30/2021	Willow Street
Ron Taylor	Long-Term Substitute Auto Tech *After 59 days as STS employee	\$51,915 (A1) annually; Exempt, with benefits	11/17/2021	Willow Street
Karen Reinhart	First Aid Nurse	\$23.34/hour; Non-Exempt, with benefits; 10 months	9/1/2021	Willow Street
Bonnie Bond	Administrative Assistant-Food Services	\$15.58/hour; Non-Exempt, with benefits; 10 months	TBD- Est. 8/30 or 8/31	Willow Street

\* PSERS emergency exemption granted

## **Action Items**

- Additional Assignments:
  - Josie Campbell- \$39.71/hr.- teaching new cohort without an instructor
  - Lindsay Jones- \$39.71/hr.- teaching new cohort without an instructor
  - Sonya Stover- Extra Duty Contract- FT daytime instructor, serving temporarily as evening instructor
  - Three summer per diem days for school counselors (5)- RTII discussions with sending school personnel in preparation for new school year
  - Pay per diem (1 day each): Jess Drager, Jess Weinoldt, Holly Maisano (construction in programs, new program setup)
  - Craig Turnbaugh- \$35.00 per hour, summer instructional prep
- Unpaid leave request- Erin Maddox- 5 days- 10/11-10/15/2021
- Revision of resignation of Jeff Gerstein- FT Admissions Advisor, effective 7/16/2021, JOC approved 6/24/2021, to appointment of PT Admissions advisor
- Job Descriptions:
  - PT Admissions Advisor Job Description
  - Food Service Specialist Job Description
  - Welding Instructor-Coordinator Job Description
  - Student Data and Systems Coordinator
  - Workforce Development Coordinator
  - Work-Based Learning and Outreach Coordinator
- Approval of Mentors
  - Wendy Bertoli for Beth Readler (PSA Instructor)
  - Susan Snyder for Erin Maddox (Advanced Health Careers Instructor)
  - Douglas Long for Brian Naylor (Intro to Manufacturing Instructor)
  - Melody Miller for Jessica Weinoldt (Medical Assistant Instructor)
  - Laura Laukhuff and Lindsay Feerrar (½ each) for Sandra Rineer (Nursing Assistant Instructor)
  - Daniel McCauley for Steve Marsh (Intro to Manufacturing Instructor)
  - Christiaan Baird for Michelle Long (Intro to Health Careers Instructor)
- Approval of Advisors
  - NTHS: Leslie Schlosser, Wendy Bertoli (MJ); Laura Laukhuff, Lindsay Feerrar (WS); Alan Jones, Dave Ecenrode (BT)
  - Skills USA: Jim Smith & Brandon Green (MJ); Melody Miller, Todd Staub (WS); Dave Ecenrode, Brian Myers (BT)
  - HOSA: Mary Barr
  - FFA: Lori Hess

- Approval of Tenure
  - Douglas Stevens, Rachel Sprecher, Richard White, David Wise, Shane Pfeiffer, Scott Kriner, Jamie Redcay Requires 3 years of employment at the LCCTC, with 6 satisfactory evaluations.
- Approval of Column Movement for school year 2021/22
  - Richard White, Collision Repair Instructor, Column A to B
  - Rachel Sprecher, Dental Assisting Instructor, Column A to B
  - David Wise, Plumbing Instructor, Column A to B
  - Ian Weber, Introduction to Manufacturing Instructor, Column A to B
  - Lavon Hershberger, Practical Nursing Instructor, Column B to C
  - Alan Wakefield, Auto Tech Instructor, Column B to C
  - Eli Martin, Electro-Mechanical Instructor, Column B to C
  - Scott Kriner, Photography Instructor, Column A to E
  - Brian Myers, Electrical Construction Technology Instructor, Column A to E
  - Douglas Stevens, Precision Machining Instructor, Column A to E
  - Brandon Green, Culinary Instructor, Column B to E
  - Tara Zhookoff, Culinary Instructor, Column D to E

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

#### **Informational Item**

- FSA and dependent care funds lost from 2020 calendar year

#### **BUILDING AND PROPERTY COMMITTEE**

**Chair – Tim Stayer**

**Members – Tim Malloy, Chip Roten, Steven Bushey**

**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
- BT Campus
  - Room 108 Flooring, Ceiling complete
  - Tremco Roof Restoration- Started at BT- Complete

- Greenhouse demolition complete ,Will leave the concrete slab so we can potential build again in the future
  - Buchart Horn, WWT Plant timeline update
    - Surveying, Geotechnical Completed; DEP Permit- nearly done with this step
    - Bidding: Sept.- can be done simultaneously with waiting on the permits
    - Meeting around 3 weeks ago; applied for environmental permits- just waiting on bids and then award, manufacturing, and construction
- MJ Campus
  - Room 108 Flooring, Ceiling- Complete
  - Low Light cameras- for security purposes
- WS Campus
  - Scope of the pipes complete, just waiting on cleanout to be installed
  - New Welding program- Starting Electrical and new block walls and doors
  - Medical Assistant Room 202 Flooring & Ceiling Replacement Completed
  - Cafeteria Improvements and Equipment

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**

- TAP MOU
- 2022-23 School Calendar this allows us to align with the adult calendar.

### **Informational Items**

- Welding Pilot Update- working on the lab conversion for program start next school year.
- Data Review Team
- Post Secondary Program Review book
- Inservice Agenda

- Enrollments- at 91% at this time, will have final numbers after the drop/add period.
- Elimination of significant waitlist- Healthcare Programs

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

## **FINANCE COMMITTEE**

**Chair – Craig Hummer**

**Members – Richard Brenner, Joyce Stephens, Sandra Duncan**

**Administrators – Michael DePriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken**

Mr. Hummer provided the report of the finance committee meeting.

### **Financial Reports**

- Treasurer's Reports
  - General Fund- June, July
  - Reserves: 2001 Capital; 2018 Capital; 2014 Renovation Bond
- Bill Payment: Listing; Summary
- Internal Service Fund– Health, Unemployment

\*Note: Line Item Report is now provided quarterly

### **Quarterly Reports**

- ePrint Center- to be provided when closing out this account (closes 9/1)

\*Note: Activity/Production Account Reports are now provided annually, in October of each year.

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

- Permission to Purchase

### **Seeking Approval**

- 2021-2022 School Year Payment Updates
  - Updated Bond Payment Schedule
  - Updated Estimated Split (Bond) Schedule
  - Updated Direct Payment Schedule
  - Updated Funding Formula
  - Updated Subsidy Share
- 2022-2023 Budget Planning Timeline
- 2021-2022 Bus Driver List



- 2021-2022 Transportation Schedule
- Contracts/Agreements
  - 2021-2022 One Dog at a Time Affiliation Agreement (Veterinary Assistant Program)
  - 2021-2022 Community Services Group (CSG) Agreement- Contract for student mental health services
- Thomas Goehrig, Program Director Driver's Testing and Licensing Center, as a credit card authorized user for business use
- Compensate 8 employees for having lost FSA/dependent care money due to incorrect information provided by the CTC- up to \$2,171.76 (\$1,500 returned to the CTC already)

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

### **Informational Items**

- Grant Updates
- Bright Horizons Child Care License Update
- Electric and gas pricing update- We have been using the IU13 contract which will be expiring, and pricing may be able to be locked in with lower rates.
- 20-21 Equipment Grant List
- 20-21 Donation List
- Facilities, Maintenance, IT, Cafeteria 5-year Plan
- Capital Instructional Equipment 5-year Plan

### **POLICY COMMITTEE**

**Members – Joyce Stephens, Grant Keener**

**Administrators – April Hershey, Stuart Savin**

Ms. Stephens provided the Policy Committee report.

### **Action Items**

- First Reading
  - 103.2 Nondiscrimination- Qualified Post-Secondary Students with Disabilities
  - 113.1 Discipline of Students with Disabilities, Secondary
  - 113.2 Behavior Support, Secondary
  - 216 Student Records

- 235.1 Surveys, Secondary
- 236 Student Assistance Program, Secondary
- 246 School Wellness, Secondary
- 250 Student Recruitment, Secondary
- 251 Homeless Students, Secondary

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

Mr. Keener shared that the committee is working to keep the policies consistent in definitions by referencing the policy where definitions were set, rather than placing definitions into multiple policies.

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

### **NEW BUSINESS**

- **Informational Item for September Meeting Vote**  
**PSBA Officer Elections**

Slate of Candidates

#### **President-Elect**

Sabrina Backer, Franklin Area School District

David Schaap, Brentwood Borough School District

#### **Vice President**

Allison Mathis\*, North Hills School District

#### **East Zone Representative**

Edward Brown\*, Upper Darby School District

#### **Section 7 Advisor**

Justin Warren\*, Central Dauphin School District

**PSBA Insurance Trust Trustees**  
**Trustee (term ends Dec. 31, 2024)**

*Choose up to three candidates for a 3-year term.*

- Richard Frerichs
- William LaCoff
- Nathan Mains

**School Board Secretaries Forum**

*\*School Board Secretary vote only\**

**Forum Steering Committee (term ends Dec. 31, 2023)**

*Choose up to three incumbents for a 2-year term*

- Jennifer Davidson, Manheim Township School District
- Deana Lancenese, Palisades School District
- Bethanne Zeigler, Shikellamy School District
- Jaime Lynn Zimerofsky, Schuylkill Intermediate Unit 29

**OPEN JOC DISCUSSION** – Mr. Eppig opened the floor for JOC member comments. Mr. Eppig thanked everyone for coming out and shared that we had a great first day for secondary students today. Ms. Stephens welcomed back the administration members in the boardroom.

**ADJOURN**- Mr. Eppig called for adjournment at 8:06 PM

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

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Joyce Stephens, Secretary

8/27/2021