

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, October 26, 2023
Willow Street Campus

Attendees: Charles Gearhart, Christopher Straub, Craig Hummer, Debra Sturgis, Emily Zimmerman, Grant Keener, James Byrnes, Justin Wimer, Mara Creswell McGrann, Phil Hurst, Tim Stayer, Steve Riehl

Absent: Brian Conroy, Erin Hoffman, Sandra Duncan, Randy Renninger, Darla Gettle

Also Present: Dr. Lausch- Superintendent of Record, Dr. Stuart Savin- Administrative Director, Tom Wolfe- Assistant Administrative Director, Frank Ayata Business Manager, Jodi Schuler- HR Manager, Baiesha Dudley- Recording Secretary, Mike Moeller, Dave Smith, Jeremy King, Dr. Julie Frey, Tim Klein, Jodie Schuler, Kami Dugan, Karin Shipman, Rachel Hetzel

Mrs. Sturgis called the meeting to order at 7:35 P.M..

Mrs. Sturgis announced the JOC held an executive session prior to tonight's meeting for personnel and contract and there will be another executive session after the JOC meeting for personnel..

WELCOME

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Mrs. Sturgis asked for a motion to approve the agenda. Mr. Byrnes motioned and Mr. Riehl seconded the motion. All members present voted in favor.

PUBLIC PARTICIPATION* – Mrs. Sturgis asked the audience if anyone wished to formally comment. There was no public participation.

Students of the Month

Brownstown

- ★ Miranda LeVan, a student from Cocalico School District in our Commercial Art program.
- ★ William "Bill" Wingard, a student from Warwick School District in our Intro to Manufacturing program.

Mount Joy

- ★ Erika Sanchez, a student from the School District of Lancaster in our Protective Services program.
- ★ Chase Travitz, a student from Donegal School District in our Carpentry Technology program.

Willow Street

- ★ Yahel Rodriguez Nazario, a student from Penn Manor School District in our Auto Technology program.
- ★ Ohoud Hussein, a student from the School District of Lancaster in our Dental Assistant program.

SUPERINTENDENT'S REPORT – Dr. Lausch provided the Superintendent's report.

DIRECTOR'S REPORT- Minutes of the September 28, 2023 Board Meeting, Finance Committee Minutes, Authority Minutes

Dr. Lausch is retiring as the Superintendent of the Donegal School District and as the Superintendent of Record for the LCCTC. He said that he is appreciative of everyone in the JOC. He also said that his daughter attended the CTC and is now a Vet Tech.

Local, State, and Federal Projects— No updates at this time.

Mr. Moeller said that we submitted our supplemental grant. There was an approval, however no amount was given. There is a meeting on October 31st to discuss the ARPA funding. This funding would be to help with renovations of the Lions Club.

GAC Meeting was held on Oct 24, 2023 Mr. Stayer thanked Dr. Savin, Mr. Wolfe and Mrs. Shipman for the great work that they have done at the GAC meetings. They have brought together representatives from different industries to give and receive information on how to prepare students for the workforce.

Mr. Stayer elaborated on a few of the topics discussed at the meeting such as Dual Enrollment, Diesel Expansion to the Brownstown Campus, Spaces programming at Willow Street, Program Report Cards and the new IU program that will be starting. The GAC members were asked for input as to what programs they would like to see started. Mr. Stayer said that the GAC will be coming back in February for the finalized answers as to what they would like to see. Mr. Gearhart asked how the HPO (High Priority Opportunities) ties into our programs? Mr. Moeller explained to Mr. Gearhart that it is a list that the labor board puts out. We use it to see what programs we need to look at starting or adjusting to help make the students more successful in the workforce.

Continuum - Dr. Savin shared a document that explained the LCCTC Continuum. He said this is a roadmap to success for the students. He shared that Dual Enrollment was something that the LCCTC has been working on for many years and now we are the only CTC in the commonwealth that can offer dual enrollment to other districts.

Adult Ed Updates

Mr. Smith shared that we are going through a self study review for our private license renewal. He found 7 things that the auditors needed clarification on and they gave us 3 days to fix it. We gave them what they asked for and now we are down to only 3 things that need to be fixed.

Vet tech is going through a reaccreditation in November. There were a few maintenance items that needed to be fixed in the labs and they have been taken care of.

Mr. Smith said that we overenrolled our EFDA program but we were able to start a second class with the help of an instructor agreeing to take on an additional class.

Mr. Smith also shared that our phlebotomy class has also started.

On November 14th we will be having a Practical Nursing Open House at the Health Sciences Campus and the JOC members are welcome to attend.

Secondary updates

Mr. Wolfe said that on Oct 10,11 and 12 we had our OAC meetings. We also started our 11th grade tours. He also shared that our students are working on an Advanced placement internship. Mr. Wolfe shared a presentation from the Heavy Equipment program. They created a pumpkin with the machinery that they had at the Brownstown Campus in addition to some of the instructors lending their own personal equipment that they were not currently using for the project.

A new SkillsUSA officer will be at the November 8-10th Leadership Conference.

Mr. Byrnes motioned and Mrs. Zimmerman seconded to approve the Director's Report. All members present voted in favor.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes; Members – Mara Creswell McGrann, Debbie Sturgis, Phil Hurst

Administrators – Jodi Schuler, Jeremy King

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.

Mr. Byrnes provided the Personnel Committee report.

Resignations/Retirement:

| Employee | Position Title | Start Date | Resignation Date | Location |
|--------------------|--|------------|-----------------------------|---------------|
| Carolyn Daneker | School Counselor | 01/23/1995 | End of 2023-24 - Retirement | Willow Street |
| Jacqueline Hoffman | PT 12-Mo Adult Ed Administrative Assistant | 05/01/2023 | 10/27/2023 | Mount Joy |
| Timothy Nye | PT 12-Mo 2nd Shift Custodian | 03/29/2023 | 10/13/2023 | Willow Street |
| Sarah Zimmerman | Attending Veterinarian | 05/30/2023 | 12/15/2023 | Willow Street |

Appointments:

| Employee | Position Title | Employment Info | Start Date | Location |
|---------------|---|--|------------|----------------|
| Holly Schrack | PT Practical Nursing Instructor (Daytime) | \$43.83 per hour, part-time enhanced benefits eligible, non-exempt | 11/15/2023 | Health Science |

Transfers:

| Employee | Position Title | Employment Info | Start Date | Location |
|----------|----------------|-----------------|------------|----------|
| | | | | |

Action Items

- Permission to hire in the absence of a November JOC meeting.
- Salary adjustment for Mark McCracken, Assistant Principal, \$89,000 per year, effective November 6, 2023.
- Salary adjustment for Nicole Jeandell, Human Resources Generalist, \$22.38 per hour, effective October 27, 2023.
- Retirement Memorandum of Understanding
- FMLA:
 - #11469, Willow Street, 11/2/23 - 11/1/24 (Intermittent)
- Approval of Column Movement for school year 2023-24:
 - Michael Arnt, Column B to D
- Worker's Compensation:
 - #11240, Health Science, 4/21/23 - 8/10/23
 - #522, Mount Joy, 9/28/22 - 3/10/23

Mr. Byrnes motioned and Mrs. McGrann seconded to approve the Personnel Committee Report. All members present voted in favor.

Mr. Straub asked if it is difficult to replace the Vet tech positions and Mr. Smith said yes. He has made adjustments to the programs so that the students will still get what they need.

Informational Items

- Campus Correction: FMLA, #2336, Brownstown, 10/25/23 - 11/22/23

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer; Members – Justin Wimer, Sandra Duncan, Erin Hoffman

Administrators – Tim Klein, David Smith, Kami Dugan, Darla Gettle, Dr. Julie Frey

Mr. Stayer provided the Building & Property Committee report.

Informational Items

- Brownstown Updates
 - HVAC in Culinary is still not done because the boiler contractor is waiting on supplies.
- Mount Joy Updates
 - The switch on the welders had to be modified.
- Willow Street Updates
 - There is a sewer pipe leak in the fields that needs to be dug up and fixed.
- Health Science Updates

No motion required.

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub; Members – Grant Keener, Brian Conroy, Steve Riehl

Administrators – Thomas Wolfe, Michael Moeller, Karin Shipman, Rachel Hetzel

Mr. Straub provided the Planning & Development Committee report.

Action Items

- Comprehensive Plan
- Computer Systems Technology to Computer Networking (CIP and Name Change)
 - Task List
- Limited Enrollment List in accordance with Policy 201.1
 - List of programs that are not available to the homeschooled students. We would provide seats in programs for them.

Mr. Straub motioned and Mr. Riehl seconded approving the Planning and Development Committee Report. All members present voted in favor.

Informational Items

- Enrollments Status Post-Secondary 2023-24
- Application Status Secondary 2023-24

Field Trips

| Date(s) | Place | Program/Campus |
|----------------|---|-----------------------------|
| 10/20/23 | Manheim Library, Lancaster | SkillsUSA - MJ |
| 10/23/23 | Weavers Superior Walls, Ephrata | Arch. CAD/Design - BT |
| 10/27/23 | Longwood Gardens, Kennett Square | Multi-Program - BT |
| 11/7/23 | Astro Machine, Ephrata | Intro to Manufacturing - BT |
| 11/20/23 | Monthly American Culinary Federation Meetings, Location TBA | Culinary - MJ |
| 12/5/23 | Mennonite Central Committee, Ephrata | Arch. CAD/Design - BT |
| 12/5/23 | Juniper Village, Mount Joy | Intro Health - MJ |
| 12/6/23 | Juniper Village, Mount Joy | Intro Health - MJ |
| 12/19/23 | Juniper Village, Mount Joy | Intro Health - MJ |

FINANCE COMMITTEE

Chair – Craig Hummer; Members – Randy Renninger, Chip Gearhart, Emily Zimmerman

Administrators – Dr. Savin, Thomas Wolfe, Darla Gettle, Frank Ayata

Mr. Hummer provided the Finance Committee report.

Financial Reports

- Treasurer's Report: General Fund- September
- Treasurer's Report Capital Funds 2001 Capital Reserve - September
- Treasurer's Report Capital Funds 2018 Capital Reserve - September
- Treasurer's Report Cafeteria Fund September
- Treasurer's Report Capital Funds Production Account
- Bill Payment: General Fund Listing, Capital Fund Listing, Summary,
- Internal Service Fund Reports- Health, Unemployment

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

- Permission to Purchase
- Permission to Award Bid/RFP
- Permission to Bid/RFP: Install the storm water and public water for lots 1 and 14 (House Project)

Seeking Approval

- School Facility Rental Rates
- Budget Transfers- October
- Permission to purchase and pay bills in the absence of a November JOC meeting

Mr. Hummer motioned and Mr. Hurst seconded approving the Finance Committee Report. All members present voted in favor.

Informational Items

- IU13 Educational Sponsorship Agreement-
 - Mr. Ayata and the IU worked together to get IU students to help with the Culinary team. It is a work based program to get the students to get prepared for the workforce. We had 4 students start yesterday. The goal is to have two students per campus working.
- CPA Consultant Report
- Budget Analysis Update
- AFR Extension
 - Mr. Ayata put in for a one month extension request and he is waiting for the approval.
- Mount Joy Summer Day Care facility use
 - Our policy is that there must be an employee when bright horizons are in the building and over the summer on Fridays they were in the building without a staff member.
- Lions Club roof repair payment-
 - We have tried to find out how to handle their last payment. Should we deduct their \$10,000 from the buy back of \$25,000 in December of 2024 or do we tell them they have to leave now.
- Salary Study
 - We want to get a price quote and bring it back to the JOC in December to see where we need to adjust.

POLICY COMMITTEE

Members – Grant Keener, Chris Straub, Randy Renninger, Brian Conroy

Administrators – Dr. Lausch, Dr. Savin

Action items

Policies for Review

- **249** Bullying/Cyberbullying- The Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Operating Committee. No revisions are recommended at this time.

Policies for 2nd Read and Approval

- **216.1** Supplemental Discipline Records, Secondary
- **304** Employment of Staff
- **307** Student Teachers/Interns
- **314.1** HIV Infection

Mr. Keener motioned and Mr. Straub seconded the motion to approve the Policy Committee Report. All members present voted in favor.

OLD BUSINESS

- Legislative Advocacy Update/County ARPA Grant

NEW BUSINESS

- December Board Reorganization Meeting Election Known Vacancies
 - Vice Chair
 - Treasurer

OPEN JOC DISCUSSION – Mrs. Sturgis opened the floor for JOC member comments

Dr. Frey introduced Mr. Drew Percel as the new assistant principal at the Mount Joy Campus.

Dr. Savin presented three recognition awards, one each to Mr. Hummer and Mr. Byrnes and Mr. Renninger (who was not present). He thanked them each for their multiple years of work as members of the JOC Board.

Mr. Straub thanked Mr. Hummer for all he did and thanked Mr. Byrnes for all that he has done as well.

ADJOURN

Mrs. Sturgis called for an adjournment at 8:39 P.M. of the JOC Meeting.

Mr. Byrnes motioned and Mr. Riehl seconded the motion to adjourn. All members present voted in favor.

The next JOC meeting will be held on December 11, 2023 at the Willow Street Campus.

Christopher Straub, Secretary

10/26/2023