

**Joint Operating Committee Agenda**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**Thursday, March 28, 2024**  
**Willow Street Campus**

Authority Committee	4:30 PM
Personnel Committee	6:15 PM
Building & Property Committee	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 3/27/2024 @ 2:00 PM
Executive Session	6:30 PM Prior to meeting for confidential student matters, Personnel

**WELCOME**

**Announcement of Executive Session**

**Pledge of Allegiance**

**Roll Call**

**APPROVAL OF AGENDA** – JOC members will vote on approving the current agenda as presented.

**PUBLIC PARTICIPATION\*** – The Chair will ask the audience if anyone wishes to formally comment.

**Students of the Month- February**

**Brownstown**

- ★ Abigail Hanlon, a student from the Elizabethtown School District in our HVAC/R program.
- ★ Madison Davis, a student from the Ephrata School District in our Commercial Art program.

**Mount Joy**

- ★ Kayla Galbreath, a student from the Manheim Central School District in our Introduction to Construction program.
- ★ Celene Brodhecker, a student from the Elizabethtown School District in our Introduction to Manufacturing program.

**Willow Street**

- ★ Lily Maddox, a student from the Manheim Township School District in our Intro to Visual Communications program.
- ★ Catherine Alonso, a student from the School District of Lancaster in our Animal Production Science & Technology program.

**SUPERINTENDENT'S REPORT** – The Superintendent of Record will provide his report.

[A PAC Meeting was held on](#) Mar 5, 2024

**DIRECTOR'S REPORT-** [Minutes of the February 22, 2024 Board Meeting](#), [Personnel Committee Minutes](#), [Building & Property Committee Minutes](#), [Planning & Development Committee Minutes](#), [Finance Committee Minutes](#), [Policy Committee Minutes](#).

**Local, State, and Federal Projects**– Dr. Savin will provide the committee with any updates. All changes from the previous meeting are reflected in red.

**Secondary update**

**Post-Secondary update**

Approve Director’s Report – Vote

**COMMITTEE REPORTS**

**PERSONNEL COMMITTEE**

**Chair – Mara Creswell McGrann**

**Members – Deb Sturgis, Phil Hurst, Grant Jeener, Dr. Terrance Henderson**

**Administrators – Jodi Schuler, Jeremy King**

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

**Resignations/Retirement:**

Employee	Position Title	Start Date	Resignation Date	Location
Kenneth Gerlitzki	Part-Time 2nd Shift Custodian	05/12/2015	05/03/2024	Mount Joy
James Giffen	Photography and Digital Imaging Instructor	08/14/2023	04/05/2024	Brownstown
Kathleen Millay	Part-Time PN Instructor (Daytime)	08/28/2023	04/02/2024	Health Science
Nichole Mussa-Sabil	Part-Time Adult Ed General Ed Instructor	03/01/2021	05/03/2024	Willow Street
Laraine Scarpone	Part-Time Adult Ed Medical Terminology Instructor	01/29/2004	06/01/2024 (RETIREMENT)	Willow Street

**Appointments:**

Employee	Position Title	Employment Info	Start Date	Location
Melissa Brown	Certified School Counselor	\$74,551 per year (Column E, Step 4), benefits eligible, exempt, 189 days	08/12/2024	Brownstown and Mount Joy
Ryan Eisenhour	Part-Time Adult Ed Welding Instructor	\$30.75/hour, no benefits, non-exempt	04/01/2024	Mount Joy
Michael Hankins	Diesel Mechanic Instructor	\$58,042 per year (Column A, Step 4), benefits eligible, exempt, 189 days	08/12/2024	Willow Street
Melissa Krapf	Part-Time PN Instructor to be utilized as a sub	\$43.83/hour, no benefits, non-exempt	04/01/2024	Health Science
Daniel McCauley	Substitute Photography and Digital Imaging Instructor	\$83,007 paid at per diem rate of pay, no benefits, exempt	04/08/2024	Brownstown
Timothy Rosenberg	Computer Networking and Security Instructor	\$58,042 per year (Column A, Step 4), benefits eligible, exempt, 189 days	07/08/2024	Brownstown
Eva Weir	Part-Time Adult Ed Administrative Assistant	\$16.59/hour, no benefits, non-exempt	04/01/2024	Mount Joy

**Transfers:**

Employee	Position Title	Employment Info	Start Date	Location
Laurie Audia	Full-Time Daytime PN Instructor	Transferring to FT Evening PN Instructor, \$77,664.25 per year (Column E, Step 4 calculated for 205 days), benefits eligible, exempt, 205 days	04/01/2023	Health Science
Ami Gallo	Certified School Counselor	Transferring from Certified School Counselor at Brownstown and Mount Joy to Certified School Counselor at Willow Street	Start of the 2024-25 school year	Willow Street
Sonya Stover	Part-Time PN Instructor (substitute)	Transferring to FT Daytime PN Instructor, \$97,204.21 per year (Column G , Step 6 calculated for 235 days), benefits eligible, 235 days	04/01/2023	Health Science

**Action Items**

- FMLA: Employee #11122, Brownstown, 3/20/24 - 5/17/24
- Tim Rosenberg: 10 Curriculum Writing Days to be worked between 7/8/24 - 8/9/24
- Summer hours (1 day) for Nurse Anne training to be paid at the curriculum writing hourly rate:
  - Jessica Drager
  - Arielle Dunkle
  - Alisha Irizarry
  - Tina Kirsten
  - Holly Maisano
  - Melody Miller
  - Ashley Seibert
  - Jessica Weinoldt
- Approval of Tenure:
  - Margie Gantz
  - Mitchell Hinton
  - Mark Seibert

Approve Personnel Committee Report – Vote

**BUILDING AND PROPERTY COMMITTEE**

**Chair – Tim Stayer**

**Members – Justin Wimer, Sandra Duncan, Menno Riggleman**

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

**Informational Items**

- Brownstown Updates
  - Summer project ComputerTech drop ceiling replacement complete
  - Intro to Manufacturing renovation and equipment PO for dust collector issued and re-support electrical panels
  - Explore solar panels install on roof to save on utilities to offset future project expenses(each campus)
- Mount Joy Updates
  - Roof restoration next section 3A (23,000Sq.Ft.) PO issued
  - Roof project apply toward Public School Facility Improvement Grant
  - Schedule Lead Water Testing (All buildings)
- Willow Street Updates
  - Summer Project Diesel Tech expansion masonry quotes
  - BT Painting Class finished Diesel Tech 2 shop and theory areas

Schedule floor grinding is next  
Emergency Roofing Repair- Tremco complete

- Health Science Updates  
Sinkhole repaired by B.R. Kreider (\$24K)

## **PLANNING AND DEVELOPMENT COMMITTEE**

**Chair – Chris Straub**

**Members – Brian Conroy, Steve Riehl**

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

### **Informational Items**

- [Application Status Secondary 2024-2025](#)
- [Enrollment Status Post-Secondary 2024-2025](#)
- Articulation Agreements
  - [HVAC](#)
  - [Early Childhood Education](#)
  - [Dental Assisting](#)
  - [Protective Services](#)
  - [Electrical](#)
  - [Medical Assistant](#)
  - [Baking and Pastry](#)
- Dental Affiliation Agreements
  - [Garden Spot Dental](#)
  - [Horan & Phillips](#)
  - [Hempfield Dental Care](#)
  - [Larrimore Family Dental](#)
  - [New Holland Dental](#)
  - [Smilebuilderz](#)
  - [Weierhach & Genetti Prosthodontist](#)
  - [Lancaster Cleft Palate Clinic](#)
  - [Lititz Orthodontics](#)
  - [Pawsitive Pediatric Dentistry](#)
  - [Toothsmiths](#)
- PN Affiliation Agreements
  - [Hospice](#)
- Protective Services Affiliation Agreements
  - [Manheim Township Ambulance Association](#)
  - [Municipal Emergency Services Authority](#)
  - [Ephrata Community Ambulance Association](#)
  - [Penn State Health Life Lion LIG](#)
  - [Lancaster EMS](#)
  - [FASP](#)
- Vet Affiliation Agreements
  - [Animal Hospital of Willow Street](#)
  - [Red Rose Pet Care](#)

## Field Trips

Date(s)	Place	Program/Campus
02/28/24	Powl's Feed Dairy Feed - Solanco Fairgrounds	APST - WS
03/08/24	Blair County Convention Center, Altoona, PA	SkillsUSA - BT
03/18/24	Woerth It Hollow, Kirkwood	APST - WS
03/19/24	Pork, Poultry & Manure Expo - Lebanon Fairgrounds	APST - WS
03/21/24	M. H. Eby, Ephrata	Welding - MJ
03/22/24	Dauphin County CTC, Harrisburg	SkillsUSA - BT
03/25/24	Kopec Veterinary Assoc, Marietta	APST - WS
04/02/24	Garden Spot Village, New Holland	Culinary - MJ
04/16/24	FFA Spring CDE - Lebanon Expo & Fairgrounds	APST - WS
04/29/24	Penn Craft Alpaca, Lancaster	APST - WS
05/01/24	HACC Harrisburg Campus, Harrisburg	Intro to Health - All Campuses
05/01/24	Sherwin Williams, Lancaster	Painting - BT
05/06/24	Emergency Health Service, New Cumberland	PSC - MJ
05/07/24	Fly On the Run - Stocking Streams, Leola	Co-Op Students- All Campuses
05/10/24	Fly on the Run - Clean up - MJ	Carpentry - MJ
05/21/24	Willow Valley Committee, Willow Street	Culinary - MJ
05/28/24	Roots, Manhiem	Culinary - MJ
05/29/24	Shady Maple Bakery, Market and Smorgasbord, East Earl	Culinary - MJ

## **FINANCE COMMITTEE**

**Chair – Emily Zimmerman**

**Members – Chip Gearhart, Andrew Welk**

**Administrators – Dr. Savin, Thomas Wolfe, Darla Gettle**

## **Financial Reports**

- Treasurer's Reports:
  - [General Fund- February](#)
  - [Cafeteria Fund - February](#)
  - [Campus Production Accounts - February](#)
  - [Capital Reserve 2001 - February](#)
  - [Capital Reserve 2018 - February](#)
- Bill Payment: [Listing](#), [Summary](#)
- [Internal Service Fund Report - Health](#)
- [Internal Service Fund Report - Unemployment Compensation](#)

## **Permission to Purchase/Bid/RFPs**

- [Permission to Purchase](#)

## **Permission to Bid**

- [Legal Services](#)
- [Cafeteria Items](#)
- [Supplemental Grant Items](#)

## **Seeking Approval**

- 2025-2026 Holiday Schedule
- Permission to roll Production Account balances forward to 24-25, with the understanding that they will be spent down in the 24-25 school year.
- Permission to apply for the [Public School Facility Improvement Grant](#) for Roofing projects at the Mount Joy & Willow Street Campuses.
- [Lion's Club Agreement](#)
- [ATI](#)

Approve Finance Committee Report – Vote

### **Informational Items**

- [Rotary Park MOU](#)
- ERate
- Financial Aid Contracts
  - [Clearfield County](#) - \$23,700.00 annual, quarterly payments of \$5,925.00
  - [York County](#) - \$63,000.00 annual, quarterly payments of \$15,750.00
  - [Franklin County](#) - \$15,000.00 annual, quarterly payments of \$3,750.00
  - [Lehigh County](#) - \$80.00 hourly based on hours needed, billed quarterly
  - [Schuylkill County](#) - \$80.00 hourly based on hours needed, billed quarterly
  - [Lebanon County](#) - \$80.00 hourly based on hours needed, billed quarterly

### **POLICY COMMITTEE**

**Chair- Grant Keener**

**Members – Chris Straub, , Brian Conroy, Desiree Wagner**

**Administrators – Dr. Peart, Dr. Savin**

### **Action Items**

#### **Policies for 1st Read**

- [323](#) Tobacco and Vaping Products
- [340](#) Responsibility for Student Welfare
- [343](#) Paid Holidays
- [823](#) Naloxone
- [824](#) Maintaining Professional Adult/Student Boundaries
- [913](#) Nonschool Organization/Groups/Individuals
- [917](#) Parental/Family Involvement, Secondary

#### **Policies for 2nd Read**

- [326](#) Complaint Process
- [328](#) Compensation Plans/Salary Schedules
- [341](#) Benefits for Part-Time Employees
- [822](#) Automated External (AED)/Cardiopulmonary Resuscitation (CPR)

Approve Policy Committee Report – Vote

### **OLD BUSINESS**

- Discussion of Pricing for Gowns,T-shirts and POLO shirts

### **NEW BUSINESS**

**OPEN JOC DISCUSSION** – The Chair will open the floor for JOC member comments.

### **ADJOURN**

**The next JOC meeting will be held on April 25, 2024 at the Brownstown Campus.**

*\*Public Participation in JOC Meetings*

*The Joint Operating Committee requires that public participants be residents or taxpayers of participating school districts, any center employee, any center student, or anyone having a legitimate interest in a contemplated action of the Joint Operating Committee. Members of the public who desire to place a matter on the agenda for consideration by the Joint Operating Committee shall submit the item in writing to the Joint Operating Committee seven (7) days prior to the scheduled meeting. Members of the public who desire to be heard by the Joint Operating Committee at a regular or special meeting without prior notification shall be allotted time by the Chairperson, in compliance with law. The Chairperson shall recognize the participant and ask him/her to identify him/herself and whom s/he represents. Individuals will be limited to speaking for three (3) minutes. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard. All statements shall be directed to the Chairperson or presiding officer; no participant may address or question Joint Operating Committee members individually.*

*The Chairperson or presiding officer may:*

- 1. Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.*
- 2. Request any individual to leave the meeting when that person does not observe reasonable decorum.*
- 3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.*
- 4. Call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.*
- 5. Waive these rules with the approval of the Joint Operating Committee.*

*Additional information can be found in Policy 903, Public Participation in Joint Operating Committee Meetings.*