

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, January 25, 2024
Brownstown Campus

Personnel Committee	6:15 PM
Building & Property Committee	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 1/24/2024 @ 2:00 PM
Executive Session	6:30 PM Prior to meeting for Personnel, and Legal, after the meeting for 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- November

Brownstown

- ★ Donovan Eckman, a student from the Ephrata school district in our Digital Design and Print Media program.
- ★ Sawyer Sensenig, a student from the Conestoga Valley school district in our Intro to Culinary program.

Mount Joy

- ★ Luke Lippert, a student from the Hempfield school district in our Intro to Manufacturing program.
- ★ Josie Martinez, a student from the Warwick school district in our Advanced Health Careers program.

Willow Street

- ★ Jose Santos Rivera, a student from the Hempfield school district in our Diesel Equipment Technology program.
- ★ Kiara Roman, a student from the school district of Lancaster in our Animal Production Science & Technology program.

Students of the Month- December

Brownstown

- ★ Logan Mink, a student from the Manheim Township school district in our Cabinet Making program.
- ★ Ethan Grebill, a student from the Cocalico school district in our Materials Handling & Logistics program.

Mount Joy

- ★ Akil Anderson, a student from the Donegal school district in our Carpentry program.
- ★ Madison Johns, a student from the Elizabethtown school district in our Advanced Health Careers program.

Willow Street

- ★ Holly Fryberger, a student from the Solanco school district in our Collision Repair program.
- ★ Cheyenne Helmick, a student from the Hempfield school district in our Nursing Assistant program.

SUPERINTENDENT’S REPORT – The Superintendent of Record will provide his report. [A PAC meeting was held on Jan 9, 2024](#)

DIRECTOR’S REPORT- [Minutes of the December 11, 2023 Board Meeting](#), [Authority Minutes](#), [Personnel Committee Minutes](#), [Building & Property Committee Minutes](#), [Planning & Development Committee Minutes](#), [Finance Committee Minutes](#), [JOC Special Meeting Minutes](#) Jan 15, 2024

Request Policy For Second Read

- [Policy 227 Controlled Substances-Paraphernalia](#)
- Policy 227 Attachment - [Reasonable Suspicion Drug Tested of Individual Students](#)

Update on the ARPA Grant

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

SkillsUSA District Winners

Additional SkillsUSA Contest Dates

- SkillsUSA State Competition
April 3rd-5th 2024
- SkillsUSA National Competition
June 24th-28th 2024

Adult Education Update

- LOA policy

Secondary Update

Approve Director’s Report – Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – Mara Creswell McGrann

Members - Debbie Sturgis, Phil Hurst, Grant Keener, 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
Christine Barben	Part-Time PN Instructor (no benefits) to be utilized as a sub	05/17/2023	01/12/2024	Health Science
Alexis Hohl	Food Service Director	05/04/2020	1/11/2024	Willow Street
Molly Lalla	Part-Time PN Instructor (no benefits) to be utilized as a sub	01/25/2017	1/19/2024	Health Science
Steven Szczesniak	Introduction to Manufacturing Instructor	10/24/2022	Conclusion of the 2023-2024 School Year	Brownstown

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Aubrey Lawrence	Part-Time 12-month Adult Ed Administrative Assistant	\$15.44 per hour, no benefits, non-exempt	1/29/2024	Mount Joy
Donna Moore	Full-Time 12-month Attending Veterinarian	\$100,000 per year, benefits eligible, exempt	4/15/2024	Willow Street
Brice Remp	Director of Food Service	\$65,411.36 per year, benefits eligible, exempt	2/5/2024	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location

Action Items

- Addition of Veterinarian Tech, Dental Hygiene and CDL Instructors to [Specialized Staff](#)
- Permission to hire Culinary Arts students to work Cooperative Education in Food Service at LCCTC at \$10.50 per hour
- Resignation Agreement and General Release, Mr. F. Ayata
- Worker's Compensation:
 - #522, Mount Joy, 1/4/24 - 1/18/24

Correction for the 12-11-23 JOC Agenda under Personnel

- Request for unpaid leave of absence: Employee #1786 - 12/18/23 - 1/26/24 (19 days)

Approve Personnel Committee Report – Vote

Informational Items

- [PSBA Compensation Study Proposal](#)

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer

Members – Justin Wimer, Sandra Duncan

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

Informational Items

- Brownstown Updates
 - Summer project ComputerTech and Intro to Manufacturing
 - Mangates X3 completed
- Mount Joy Updates
 - Roof restoration next phase (Project timeline Started 2020, End 2029)
- Willow Street Updates
 - Summer Project Diesel Tech expansion
 - Auction completed
- Health Science Updates
 - Sinkhole on-going delay with weather

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl

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

Action Items

- [Student Handbook](#)
- Overnight field trips;
 - Penn College Williamsport, PA - SkillsUSA 3/4-3/5 - MJ
 - Sheraton Hotel - Harrisburg, PA - FFA - 3/24-3/26 - WS FFA
 - Hershey Lodge, Hershey, PA - SkillsUSA 4/3-4/5 - All Campuses

Approve Planning and Development Committee Report – Vote

Informational Items

- [Enrollment Status Post Secondary 2023-24](#)
- [Application Status Secondary 2023-24](#)
- Approval of [Medical Assistant Pre-Apprenticeship](#)
- Safety and Security Grants (Mental Health- \$70k & Physical Security- up to \$450k)
- [Affiliation Agreement](#)

Date(s)	Place	Program/Campus
1/8/2024	PA Farm Show - Harrisburg	APST - WS
1/10/2024	Keystone Farm Show - York	APST - WS
1/10/2024	PA Farm Show - Harrisburg	Vet Assistant - WS
1/10/2024	PA Farm Show - Harrisburg	Culinary - MJ
1/26/2024	PA Automotive Show - Harrisburg	Automotive - WS
2/6/2024	Cattle Feeder Day (Farm & Home Center), Lancaster	APST - WS
2/9/2024	Sensenig Winter Dairy Meeting Shady Maple, Easty Ear	APST - WS
2/15/2024	UTI - Exton Campus - Exton, PA	Powersports - BT
3/7/2024	Next Generation Day (Farm & Home Center) Lancaster	APST - WS

FINANCE COMMITTEE

Chair – Emily Zimmerman

Members – Chip Gearhart, Andrew Welk

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

Financial Reports

- Treasurer's Reports:
 - General Fund- [December](#)
 - Capital Reserve: [Capital Funds 2001](#), [Capital Funds 2018](#)
 - [Board Summary Report](#)
- [Line Item Report](#)
- Bill Payment: [Listing](#), [Summary](#)
- [Production Account](#)
- Internal Service Fund Report- [Health](#), [Unemployment](#)
- [Cafeteria Report](#)

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

- [Permission to Purchase:](#)
- Permission to Award Bids
- Permission to Bid: [Uniform RFP](#)

Seeking Approval

- [Transportation Contracts](#)
- [MJ Farmland Lease](#)
- [Holiday Schedule for 2024-2025 School Year](#)
- [Carol Gilbert Consulting Contract](#)
- [HSA Employer Contributions for Health Plan](#)
- [EHCC Agreement](#): “The previous documents for the EHCC were a combined document containing both the bylaws and the agreement together. This created confusion and also an inability for the EHCC to change our operating procedures (as might be necessary). As a result, and due to the IU13 leaving the group, we took the opportunity to split the documents into bylaws and an agreement. The Agreement is what is required to be approved by each school board. The bylaws do not require board approval.”
- Updated Act 93, Specialized Staff, and Support Staff [Wage Ranges for 2024-2025](#)
- [Budget Transfers](#)
- Temporary assign Open Records Officer from Mr. Ayata to Dr. Savin

Approve Finance Committee Report – Vote

Informational Items

- [Adult Education Budget](#)
- 2024-2025 Budget Update- District Presentations, [Votes](#)
- Lions Club Agreement
- [MJ Roof Project](#)
- Discussion of cafeteria contracts

POLICY COMMITTEE

Chair- Grant Keener

Members – Chris Straub, Brian Conroy, Desiree Wagner

Administrators – Dr. Savin, Dr. Peart

Action Items

Policies for 2nd Read

- [324](#) Personnel Files
- [331](#) Job Related Expenses
- [339](#) Uncompensated Leave

Approve Policy Committee Report – Vote

OLD BUSINESS

NEW BUSINESS

Committees and Committee Members

Personnel

Chair- Mara Creswell McGrann

Members - Deb Sturgis, Phil Hurst, Grant Keener, Terrance Henderson

Administrators - Jodi Schuler, Jeremy King

Building & Property

Chair - Tim Stayer

Members - Justin Wimer, Sandra Duncan

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

Planning & Development

Chair - Chris Straub

Members - Brian Conroy, Steve Riehl

Administrators - Thomas Wolfe, Mike Moeller, Karin Shipman, Rachel Hetzel

Finance

Chair - Emily Zimmerman

Members - Chip Gearhart, Andrew Welk

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

Policy

Chair - Grant Keener

Members - Chris Straub, Brian Conroy, Desiree Wagner

Administrators - Dr. Savin, Dr. Peart

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

ADJOURN to executive session

The next JOC meeting will be held on February 22, 2024 at the Mount Joy 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.