

Personnel Committee Meeting Minutes

Meeting Information				
Meeting Date/Time:	Thursday March 28, 2024 6:15 PM EDT	Location:	Mount Joy	
Meeting Called By:	Ms. Mara Creswell McGrann	Purpose of Meeting:	Committee Meeting	
Chairman:	Ms. Mara Creswell McGrann	Recording Secretary:	Jodi Schuler	
Purpose Statement:	Assist the Joint Operating Committee in fulfilling its oversight responsibilities of the LCCTC's management of its human resources function. This includes, but is not limited to, LCCTC's recommendations for hire, termination, and leaves of absence.			
Attendees				
Ms. Mara Creswell McGrann, Mr. Grant Keener, Mr. Jeremy King, Ms. Jodi Schuler				
Minutes				
Call to Order at 6:21 PM by Mara Creswell McGrann				
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

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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

It was discussed that Nurse Anne was paid for through an Innovation Grant. In addition to the SIM doll, the grant covers one employee who will be trained, who will then train the rest of the staff.

- Approval of Tenure:
 - Margie Gantz
 - Mitchell Hinton
 - Mark Seibert

Approve Personnel Committee Report – Vote

Adjourned at 6:27 PM by M Creswell McGrann

Next regularly scheduled meeting: Thursday, April 25, 2024, 6:15 PM, Brownstown