

## Personnel Committee Meeting Minutes

Meeting Information				
<b>Meeting Date/Time:</b>	Thursday April 25, 2024 <b>6:15 PM EDT</b>	<b>Location:</b>	Mount Joy	
<b>Meeting Called By:</b>	Ms. Mara Creswell McGrann	<b>Purpose of Meeting:</b>	Committee Meeting	
<b>Chairman:</b>	Ms. Mara Creswell McGrann	<b>Recording Secretary:</b>	Jodi Schuler	
<b>Purpose Statement:</b>	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 6:15 PM by Mara Creswell McGrann				
<b>Resignations/Retirement:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Start Date</b>	<b>Resignation Date</b>	<b>Location</b>
Steven Bishop	Food Service Specialist	02/07/2022	04/19/2024	Willow Street
Natalie Littlehale	Protective Services Instructor	08/14/2023	Conclusion of the 2023-24 School Year	Mount Joy
Michael Long	PT 2nd Shift Custodian	05/01/2023	05/03/2024	Mount Joy
<b>Appointments:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Teresa Ashby	Adult Ed Adjunct Instructor for Fall 2024 Semester	\$725 per credit, \$2,175 for a 3-credit course, no benefits, exempt	07/01/2024	Willow Street
Paul Cullen	Adult Ed Adjunct Instructor for Spring 2025 Semester	\$725 per credit, \$2,175 for a 3-credit course, no benefits, exempt	12/01/2024	Willow Street
David Feltman	Substitute Custodian	\$14.50 per hours, no benefits, non-exempt	05/13/2024	Mount Joy
Katelin Danilyuk	Part-Time Evening PN Instructor	\$43.83 per hour, no benefits, non-exempt	06/04/2024	Health Science
Daniel Munford	Adult Ed Adjunct Instructor for Fall 2024 Semester	\$725 per credit, \$2,175 for a 3-credit course, no benefits, exempt	07/01/2024	Willow Street
W. Mark Stuckey	Assistant Principal	\$91,000 per year, benefits eligible, exempt	07/01/2024	Brownstown
George (Chris) VanBuskirk	Adult Ed Adjunct Instructor for Summer 2024 Semester	\$725 per credit, \$2,175 for a 3-credit course, no benefits, exempt	06/01/2024	Willow Street
Jebediah Walston	Part-Time PN Instructor to be utilized as a sub	\$43.83 per hour, no benefits, non-exempt	04/29/2024	Health Science
<b>Transfers:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Elizabeth Harrison	Part-Time Dentist	Transferring to Part-Time Dentist (no benefits) to be utilized as a sub	05/04/2024	Willow Street
<b>Action Items</b>				



## Personnel Committee Meeting Minutes

- Kami Dugan, Director of Practical Nursing, to pursue her EdD at Penn State University per Act 93
- Approve Updated End Date for Stipends for:
  - Kelly Decker - \$250 per pay starting with the 1/26/24 pay cycle and ending with the 8/23/24 pay cycle
  - Stipend for Jennifer Bowers, Amy Reis and Talitha Way - \$125 per pay starting with the 1/26/24 pay cycle and ending with the 8/23/24 pay cycle
- Michael Hankins, Diesel Mechanic Instructor: 10 Curriculum Writing Days to be worked between 7/15/24 - 8/9/24
- David Bolich, Diesel Mechanic Instructor: 5 Curriculum Writing Days to be worked between 7/15/24 - 8/9/24
- [2024 Summer Camp](#)
- Merge two PT 2nd shift custodial positions at MJ to one FT 2nd shift custodial position
- Request for unpaid leave of absence: Employee #11447, Willow Street, 3/20/24 - 4/5/24 (11.84 days)
- Sabrina Prince, school nurse, to work as a summer custodian at Willow Street from 6/4/24 - 8/8/24 at \$14.50 per hour.
- Summer hours (1 day) for Nurse Anne training to be paid at the curriculum writing hourly rate:
  - Remove Holly Maisano
  - Add Erin Maddox
- Employment Agreement Dr. Savin w/Retirement - Resignation 02/03/2025
- [SOS Addendum](#)

Approve Personnel Committee Report – Vote

### Informational Items

- Job Description Update: [Culinary Facilitator](#), [Dining Room Aide](#)
- Updated start date: Michael Hankins - 7/15/24
- FMLA:
  - Employee #11447, Willow Street, 2/26/24 - 3/20/24 (Continuous)
  - Employee #914, Willow Street, 4/3/24 - 5/16/24 (Continuous) then 5/17/24 - 6/26/24 (Intermittent)

Adjourned at 6:33 PM by M Creswell McGrann

Next regularly scheduled meeting: Thursday, May 23, 2024, 6:15 PM, Mount Joy