

## Personnel Committee Meeting Minutes

Meeting Information				
<b>Meeting Date/Time:</b>	Thursday June 27, 2024 <b>5:30 PM EDT</b>	<b>Location:</b>	Willow Street	
<b>Meeting Called By:</b>	Ms. Debbie Sturgis	<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. Debbie Sturgis, Mr. Grant Keener, Mr. Jeremy King, Ms. Jodi Schuler				
Minutes				
Call to Order at 5:35 PM by Ms. Debbie Sturgis				
All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.				
<b>Resignations/Retirement:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Start Date</b>	<b>Resignation Date</b>	<b>Location</b>
Katherine Singer	Part-Time PN Instructor (utilized as a sub)	01/07/2016	05/23/2024	Health Science
<b>Appointments:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Justin Bruhn	Principal	\$120,800 per year, benefits eligible, exempt, 260 days	08/28/2024	Brownstown
Anysa Torres	Payroll/Accounting	\$26.25 per hour, benefits eligible, non-exempt, 260 days	07/15/2024	Willow Street
<b>Transfers:</b>				
<b>Employee</b>	<b>Position Title</b>	<b>Employment Info</b>	<b>Start Date</b>	<b>Location</b>
Elizabeth (Annie) Hatzivasilis	FT PN Clinical Coordinator	Transferring to Assistant to the Director of Practical Nursing/Clinical Coordinator, \$60,399.76 per year, benefits eligible, exempt, 260 days	07/01/2024	Health Science
<b>Action Items</b>				
<ul style="list-style-type: none"> <li>• Approve salary increases at 3.60% for administrative, specialized and support staff pending satisfactory year-end evaluations</li> <li>• Permission to hire in the absence of a July JOC meeting</li> <li>• Sabrina Prince - Maximum of 14 hours to be paid at her hourly rate for attending Drug Impairment Training for Education Professionals (DITEP) at Cocalico High School on July 8 and July 9, 2024</li> <li>• <a href="#">New Teacher Mentors/Instructional Coaches</a></li> <li>• Curriculum Writing Days to be worked between 7/15/24 - 8/9/24:               <ul style="list-style-type: none"> <li>○ Ian Weber, Welding Instructor - 7 days</li> <li>○ Collin Ames, Introduction to Manufacturing Instructor - 5 days</li> </ul> </li> <li>• <a href="#">2024-25 Part-Time Adult Education Instructors</a> to be compensated at their current rate of pay</li> <li>• Extra Duty:</li> </ul>				



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- School Counselors - A maximum of 15 days paid at their per diem rate to be worked before the start of the 2024-25 school year
- Summer hours (1 day) for eSD Health Module training to be paid at their regular hourly rate:
  - Cindy Godfrey
  - Sabrina Prince
  - Tina Sayers
- Dave Encenrode - 10 hours pay at the curriculum pay rate for House Plans Project at the Mount Joy Campus
- Paul Cullen: PT Adult Ed Academic Coach, \$25.00 per hour
- Approve stipend for Nicole Jeandell, HR Generalist - \$125 per pay retroactive with the 5/17/24 and ending with the 8/23/24 pay cycle for assuming payroll processing responsibilities
- Updated [2024-25 Specialized Staff Salary Ranges](#)
- FMLA:
  - #11496, Willow Street, 6/17/24 - 6/23/24
  - #2213, Willow Street, 7/16/24 - 9/10/24
- Job Description:
  - [Accountant](#)
  - [Secondary Registration and Enrollment Specialist](#)
    - If approved, Rachel Davis will transfer to Secondary Registration and Enrollment Specialist effective July 1, 2024, \$23.31 per hour, benefits eligible, non-exempt.
- [2024-25 Specialized Staff Handbook](#)
- [2024-25 Support Staff Handbook](#)
- Approval of Adult General Education Instructors for 2024-25
  - Donna Maslin, BIO150, Anatomy & Physiology
  - Laura Myers, BIO240, Microbiology
- Summer camp:
  - Diana Smith - no longer working summer camp
  - Justine Sayers - campus nurse replacing Diana Smith at \$40.46 per hour

Approve Personnel Committee Report – Vote

### Informational Items

- Job Description: [Chief Financial Officer](#)

Adjourned at 5:45 PM by Ms. Debbie Sturgis

Next regularly scheduled meeting: Thursday, August 22, 2024, 6:15 PM, Brownstown