

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, October 24, 2024
Willow Street Campus

Policy Committee	4:30 PM
Personnel Committee	6:15 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 10/23/2024 @ 2:00 PM
Executive Session	6:30 PM Prior to meeting for Personnel

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENT OF EXECUTIVE SESSION

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

Brownstown

- ★ Ethan Messier, a student from the Lampeter-Strasburg School District in our Architectural CAD program.
- ★ Jahryn Stauffer, a student from the Conestoga Valley School District in our Heavy Equipment Operations & Maintenance program.

Mount Joy

- ★ Jacqueline Kubembereza, a student from the Elizabethtown School District in our Electro-Mechanical Engineering program.
- ★ Benjamin Gontz, a student from the Hempfield School District in our Carpentry Technology program.

Willow Street

- ★ Marina Youssef, a student from Penn Manor School District in our Medical Assistant program.
- ★ Jeffery Keller, a student from Lampeter-Strasburg School District in our Automotive Technology program.

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

DIRECTOR’S REPORT- [Minutes of the September 26, 2024 Board Meeting](#), [Finance 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.

A GAC Meeting was held on October 22, 2024 Mr. Stayer and Dr. Savin will provide additional information to the JOC.

Potential GAC (LAC) Member

- [Jason Groff](#)

Approval to appoint Dr. Stuart Savin as the Act 55 Safety and Security Coordinator.

Secondary update

Post-Secondary update

Approve Director's Report – Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – Mara Creswell McGrann

Members – Deb Sturgis, Phil Hurst, Grant Keener, 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
Cheyenne Bowers	FT Curriculum Administrative Assistant	12/19/2017	10/15/2024	Willow Street
Jamie Gerhard	PT Adult Ed Dental Hygiene Instructor	08/14/2023	10/11/2024	Willow Street
Douglas Long	Welding Technology Instructor	08/02/2002	Retirement - at the conclusion of the 2024-25 school year	Willow Street
Melody Miller	Introduction to Health Care Instructor	10/05/2004	Retirement - at the conclusion of the 2024-25 school year	Willow Street
Stephen Pelsinski	FT 2nd Shift Custodian	06/14/2017	10/31/2024	Brownstown

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Garrett Boop	School Counselor	\$83,145 (Column H, Step 6) to be pro-rated for 2024-25, benefits eligible, exempt, 189 days	01/02/2025	Willow Street
Jenny Fready	PT Dining Room Aide	\$13.17 per hour, no benefits, non-exempt	10/28/2024	Mount Joy
Heather Long	PT PN Instructor to be utilized as a sub	\$45.67 per hour, no benefits, non-exempt	10/28/2024	Health Science
Jennifer Michael	PT PN Instructor to be utilized as a sub	\$45.67 per hour, no benefits, non-exempt	09/26/2024	Health Science
Luz Vasquez	FT Attendance Administrative Assistant	\$18.13 per hour, benefits eligible, non-exempt, 260 days	10/28/2024	Mount Joy

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Jessica Klufkee	Transfer from Administrative Assistant II: Financial Aid to Financial Aid Associate	\$62,000 annual salary to be pro-rated for 2024-25, benefits eligible, exempt, 260 days	10/14/24	Willow Street

Action Items

- [2024-25 Specialized Staff Salary Wage Ranges](#)

- Motion to authorize the LCCTC administration to provisionally hire employees, in the absence of the November 2024 Joint Operating Committee (“JOC”) meeting, subject to the final JOC approval of any such hirings at its December 9, 2024, meeting.
- Nicole Jeandell, Temporary transition to Payroll/Accounting effective 7/29/24, to conclude on 12/31/24
- Approval of Adult General Education Instructors for Spring 2025
 - Alexandra Forkin, Fundamentals of Chemistry
 - Paige McMahon, General Psychology
- FMLA:
 - #2234, Brownstown, 12/2/24 - 1/5/25
- Approval of Advisors (rate per CBA):
 - Skills USA: William Hall (MJ)

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, Dr. Julie Frey

Informational Items

Brownstown Updates

- Intro to Manufacturing Room 117 install complete, Lincoln Electric to start-up dust collector
- Auction Items to Municibid in process

Mount Joy Updates

- Purchase order for leaking skylights to replace and add safety cage per OSHA
- Roof project apply toward Public School Facility Improvement Grant is up to \$500K (on-going) 9/17/2024
- Sewer Line Main Clog, floor hallway floor cut open to expose sewer main & replaced 8” trap in warehouse

Willow Street Updates

- Diesel 1 theory HVAC install complete, PO sent to Trane for start-up

Health Science Updates

- Flooring in Classroom by About All Floors to schedule install around holidays, blinds ordered

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl

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

Action Items

- [OAC Members for 24-25 school year](#)
- Limited Enrollment list
- Placeholder lost day

Approve Planning and Development Committee Report – Vote

Informational Items

- Application Status Secondary 2024-25
- [Enrollment Status Post-Secondary 2024-25](#)

Field Trips

Date(s)	Place	Program/Campus
10/22/24	Millport Conservancy, Lititz	Painting - BT
10/25/24	Weaver Precast, Ephrata	Architectural CAD - BT
10/29/24	Signature Custom Cabinets, Ephrata	Cabinet Making & Painting - BT
10/30/24	South Pointe at WV - Willow Street (weather permitting)	Intro to Construction AM & PM - WS
11/7/24	DenTech Industry, Denver	Welding - MJ
11/8/24	Millersville Univ, Millersville	Early Childhood - MJ
11/11/24	Material Resource Center, Ephrata	NHTS - BT
11/25/24	Material Resource Center, Ephrata	NHTS - BT
12/3/24	Lancaster Central Market, Lancaster	Culinary Cluster - MJ
12/6/24	Penn College, Williamports	Culinary Cluster - MJ
12/12/24	ATC, Exton	Intro to Transportation - MJ
12/17/24	Reading Muhlenberg CTC, Reading	Skills - WS, MJ
12/18/24	Reading Muhlenberg CTC, Reading	Skills - WS, MJ
1/8/25	PA Farm Show, Harrisburg	Culinary Cluster - MJ

FINANCE COMMITTEE

Chair – Emily Zimmerman

Members – Chip Gearhart, Andrew Welk

Administrators – Dr. Savin, Thomas Wolfe, Jeremy Wiker

Financial Reports

- Treasurer's Reports:
 - [General Fund- September](#)
 - [Cafeteria Fund - September](#)
 - [Student Activity Accounts \(PNC & Northwest\) - September](#)
 - [Student Activity Accounts \(Fulton\) - September](#)
 - [Capital Reserve 2001 - September](#)
 - [Capital Reserve 2018 - September](#)
 - Bill Payment: Listing, Summary
- Internal Service Fund Report - Health September
- Internal Service Fund Report - Unemployment September

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

- Permission to Purchase
- Permission to Award Bids/RFP
- Permission to Bid:
 - [CDL Automatic Tractor](#)

Seeking Approval

- [LC-CTC Director Search PACTA Contract](#)
- [Infantree Agreement Training - new Communication Coordinator](#)

- [Cyber Security E-Rate Pilot program](#)
- [Business Office Human Resources Representation and Appointments - October 2024](#)
- [CAFCO Participation Agreement 25-26](#)
- Permission to purchase and pay bills in the absence of a November JOC meeting
- Auction Items from Tim Klein
- Salary Schedules PSBA 24-25
- Salary adjustments 24-25
- Salary Schedules PSBA 25-26
- [Lions Club close out agreement](#)
- [Trane - Repair Chiller PM](#)
- [Orasoptic Superior Visualization](#) - 5 year agreement for Dental Hygiene Loupe & Headlight
- [Additional Auction Items](#)

Approve Finance Committee Report – Vote

POLICY COMMITTEE

Chair- Grant Keener

Members – Chris Straub, Brian Conroy, Desiree Wagner

Administrators – Dr. Peart, Dr. Savin

Action Items

No action items to report

OLD BUSINESS

NEW BUSINESS

- December Reorganization Meeting

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

ADJOURN

The next JOC meeting will be held on December 9, 2024 at the Willow Street 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.