

## Personnel Committee Meeting Minutes

Meeting Information																																		
<b>Meeting Date/Time:</b>	Monday, January 23, 2025 <b>6:15 PM EDT</b>	<b>Location:</b>	Willow Street																															
<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, Ms. Debbie Sturgis, Mr. Jeremy King, Ms. Jodi Schuler																																		
Minutes																																		
Call to Order at 6:15 PM by Ms. Mara Creswell McGrann																																		
All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.																																		
<b>Resignations/Retirement:</b>																																		
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## Personnel Committee Meeting Minutes

### Action Items

- Approval of Mentor (rate per CBA)
  - Arielle Dunkle for Brian Singer, Introduction to Transportation Long-Term Substitute, effective 1/20/25 through the conclusion of the 2024-25 secondary school year
  - Shane Pfeiffer for Collin Ames, Introduction to Manufacturing Instructor, effective 1/21/25 through the conclusion of the 2024-25 secondary school year
- FMLA:
  - #2006, Health Science, 12/9/24 - 2/3/25
  - #2234, Brownstown, 12/2/24 - 2/26/25 (extended from 1/3/25)
  - #11342, Health Science, 12/19/24 - 12/18/25, intermittent
  - #11570, Health Science, 1/8/25 - 1/27/25

Approve Personnel Committee Report – Vote

### Informational Items

- Job Description Update: [Instructional Coach](#)
- Updated end date for Rick Moore, mentor for Collin Ames, effective 1/20/25

Adjourned at 6:20 PM by Ms. Mara Creswell McGrann

Next regularly scheduled meeting: Monday, February 27, 2025, 6:15 PM, Mount Joy