

## Personnel Committee Meeting Minutes

| Meeting Information   |   |  |  |                   |                 |
|---|---|--|--|-------------------|-----------------|
| <b>Meeting Date/Time:</b>   | Thursday, June 26, 2025<br><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>  | Ms. 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. Phil Hurst, Mr. Jeremy King, Ms. Jodi Schuler  |   |  |  |                   |                 |
| Minutes   |   |  |  |                   |                 |
| Call to Order at 6:09 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>   |   |  |  |                   |                 |
| <b>Employee</b>   | <b>Position Title</b>   | <b>Start Date</b>  | <b>Resignation Date</b>                      | <b>Location</b>   |                 |
| Nathan Huber  | Digital Design & Print Media Instructor   | 08/14/2023   | At the conclusion of the 2024-25 School Year | BT                |                 |
| <b>Appointments:</b>  |   |  |  |                   |                 |
| <b>Employee</b>   | <b>Position Title</b>   | <b>Employment Info</b>   |  | <b>Start Date</b> | <b>Location</b> |
| Alexander DiMarzio  | Adult Ed Adjunct Instructor - Technical Mathematics Instructor for Fall 2025 Semester   | \$725 per credit, \$2,175 for a 3-credit course, no benefits, exempt   |  | 07/01/2025        | Willow Street   |
| Kimberly Herskowitz   | Protective Services Instructor  | \$59,503 per year (Column A, Step 4), benefits eligible, exempt, 189 days  |  | 08/11/2025        | Mount Joy       |
| Alexander Stewart   | Carpentry Technology Instructor   | \$59,503 (Column A, Step 4), benefits eligible, exempt, 189 days   |  | 08/11/2025        | Mount Joy       |
| <b>Transfers:</b>   |   |  |  |                   |                 |
| <b>Employee</b>   | <b>Position Title</b>   | <b>Employment Info</b>   | <b>Start Date</b>                            | <b>Location</b>   |                 |
| Theresa Bridwell  | Part-Time PN Instructor   | Part-Time PN Instructor to Full-Time PN Instructor, \$86,462.59 (Column C, Step 5), benefits eligible, 235 days  | 06/30/2025                                   | Health Science    |                 |
| Brian Singer  | Adult Education Automotive Technology Instructor/Coordinator  | Adult Education Automotive Technology Instructor/Coordinator to Adult Education Automotive Technology Program Director, \$69,710, benefits eligible, 12 months | 07/01/2025                                   | Willow Street     |                 |
| <b>Action Items</b>   |   |  |  |                   |                 |
| <ul style="list-style-type: none"> <li>• Motion to authorize LCCTC administration to provisionally hire employees, in the absence of the July 2025 Joint Operating Committee ("JOC") meeting, subject to the final JOC approval of any such hirings at its August 28, 2025, meeting.</li> <li>• Approve salary increases at 3.4% for administrative, specialized and support staff pending satisfactory year-end evaluations</li> </ul> |   |  |  |                   |                 |

## Personnel Committee Meeting Minutes

- [New Teacher Mentors](#)
- Approval of Advisors (rate per CBA)
  - NTHS: Laura Laukhuff & Lindsay Ferrar (WS), Leslie Schlosser & Margie Gantz (MJ), Alison Shepler & Dave Ecenrode (BT)
  - Skills USA: Arielle Dunkle & Rachel Sprecher (WS), Jim Smith & Margie Gantz (MJ), Dave Ecenrode & Brian Myers (BT)
  - FFA: Lori Lefever

*Mr. Jeremy King pointed out that the agenda is missing Lindsay Feerrar for NTHS. He explained that he and Mr. Mike Moeller had discussed her for this role but the information did not get relayed to Ms. Jodi Schuler to be added to the agenda. Ms. Creswell McGrann said she will make a motion to have this added to the agenda.*

- Rescind job offer to Amber Warren, Full-Time 2nd Shift Custodian at WS, due to failure to complete onboarding process and not responding to further communication.
- Job Descriptions:
  - [Full-Time Custodian/Custodial Trainer Job Description](#)
- Jim Smith and Alan Wakefield, WS Campus - Two days each to be worked between 7/14 - 8/7/25 and paid at the curriculum writing rate, due to classroom renovations.
- Salary Step Adjustment:
  - Alisha Irizarry, Step 1 to Step 4 for 2023-24, \$1,800 retro and Step 2 to Step 5 for 2024-25, +\$1,801
  - Erick Leiva, Step 1 to Step 4 for 2023-24, \$1,800 retro and Step 2 to Step 5 for 2024-25, +\$1,801
- 2025-2026 Requests for Column Movement
  - Holly Maisano, from Column F (BEQ+15) to Column G (BEQ+30)
  - Timothy Rosenberg, from Column A (Emergency Permit) to Column E (Career & Technical Instructional I + Bachelor's Degree)

Approve Personnel Committee Report – Vote

Adjourned at 6:25 PM by Ms. Mara Creswell McGrann

Next regularly scheduled meeting: Thursday, August 28, 2025, 6:15 PM, Brownstown