

Personnel Committee Meeting Minutes

Meeting Information				
Meeting Date/Time:	Thursday, May 28, 2026 6:15 PM EDT	Location:	Mount Joy	
Meeting Called By:	Ms. Deb Sturgis	Purpose of Meeting:	Committee Meeting	
Chairman:	Ms. Deb Sturgis	Recording Secretary:	Ms. Rachel Hetzel	
Purpose Statement:	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. Deb Sturgis, Mr. Nicholas Marinaro, Mr. Jeremy King, Ms. Rachel Hetzel, and Dr. Molly Henderson				
Minutes				
Call to Order at 6:15 PM by Ms. Deb Sturgis				
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
Patricia Elbro	Part-Time Adult Ed Dental Hygiene Instructor	01/03/2023	05/08/2026	Willow Street
Paige McMahon	Part-Time Adult Ed Dental Hygiene Instructor	10/01/2024	05/29/2026	Willow Street
Andrea Johnson	Part-Time Dining Room Aide	01/24/2025	05/26/2026	Mount Joy
Sandra Ortiz	Full-Time Daytime PN Instructor	03/02/2026	05/08/2026	Health Sciences
Brian Singer	Adult Ed Automotive Technology Program Director	08/24/2013	Retirement 12/31/2026	Willow Street
Appointments:				
Employee	Position Title	Employment Info	Start Date	Location
Greysen Kowolewski	IT Tech	\$25.53 per hour, non-exempt, benefit eligible, 12 months	06/08/2026	Brownstown
Bahir Wahidullah	Part-Time Daytime Custodian	\$14.99 per hour, non-exempt, no benefits, 12-months	06/01/2026	Willow Street
Transfers:				
Employee	Position Title	Employment Info	Start Date	Location
Benjamin Stiles	School Counselor	Transferring from School Counselor at BT to Outreach Counselor at WS, exempt, no change in salary or benefits	Start of 2026-27 School Year	Willow Street
Dr. Henderson asked whether exit interviews were conducted. They are offered to departing employees but not required.				
Action Items				
• FMLA: ○ #2172, Willow Street, 05/26/2026 - 05/26/2027 - Intermittent ○ #11504, Willow Street, 5/20/26 - 08/12/26 ○ #11552, Health Science Campus, 5/14/26 - 5/14/27 - Intermittent				
• Extra Duty:				

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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 2026-27 school year.
- Instructional Coaches - 2 days at their per diem rate for New Teacher Workshops 8/10 - 8/11/26.
- Diane Lowery and Erin McFalls, Early Childhood Education Instructors: Two days each to be worked between 7/13 - 8/6/26 and paid at the curriculum writing rate, due to assisting students with obtaining necessary background clearances and completing other required paperwork.
- Stipend for Nicole Jeandell, Human Resources Generalist, \$75 per week effective May 20, 2026 through the return of the Director of Human Resources.
- Erick Leiva - Up to 3 days to be worked for painting at the House Project in Mount Joy, to be paid at the curriculum writing rate.
- Ryan Clark - Summer Camp Instructor, 6/8-6/11/26, \$42.60 per hour.
- 2025-2026 Adult Ed Instructor:
 - Justin Findley: Heavy Equipment, Summer Term 6/8/26 - 6/24/26
- 2026-27 Requests for Column Movement:
 - Theresa Bridwell, from Column C (B+12) to Column E (Masters)
 - Mark Seibert, from Column F (BEQ+15) to Column G (BEQ+30)
 - Richard Moore, from Column C (Voc I +21) to Column D (Voc II)
 - Erin Maddox, from Column E (BEQ or Bachelor's degree) to Column F (BEQ + 15)

Approve Personnel Committee Report – Vote

Informational Items

- Updated start date for Joshua Kreider, Maintenance Technician, from 5/4/26 to 5/5/26.

Approve Personnel Committee Report – Vote

Adjourned at 6:20 PM by Ms. Deb Sturgis

Next regularly scheduled meeting: Thursday, June 25, 2026, 6:15 PM, Willow Street