

May 4, 2021

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126

Please find the following packet containing the details of the curtailment of education programs, the reasons for such curtailments, and the details on position furloughs.

In the packet you will find the curtailment of education program for Event Planning & Tourism Services Management dated February 25, 2021, as well as the curtailment of education program for Sports Medicine and Rehabilitation Technician also dated February 25, 2021. Both programs curtailment and the corresponding furloughs were due to enrollment declines, as detailed in the attached letters. Please also find the February 25, 2021 board agenda and corresponding minutes in which the memo and resolution were attached for the curtailment of said programs.

At the February 25, 2021 meeting you will also find a motion for changes to the secondary educational program which include the discontinuation of the Medical Administrative Assistant program and the expansion of the Medical Assistant program. In this area there were no furloughs, the faculty member was transferred from one program to the other. Please also find a copy of the approved board minutes from said meeting.

In the documents attached to the February 25, 2021 board meeting are the furlough notices for the instructors in Event Planning & Tourism Services Management and the Sports Medicine and Rehabilitation Technician (also included in this packet).

Please note, since that board meeting we have identified the opportunity to transfer the instructor from Event Planning & Tourism Services Management to the Introduction to Culinary program. You will find that on our April 22, 2021 JOC meeting agenda and on the copy of the draft minutes, enclosed. That furlough was then rescinded.

Thank you,



Dr. April Hershey
Superintendent of Record
Lancaster County Career & Technology Center



Dr. Stuart Savin
Administrative Director
Lancaster County Career & Technology Center

ADMINISTRATIVE OFFICES

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**Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, February 25, 2021
Willow Street Campus**

Personnel Committee	6:00 PM
Building & Property Committee	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 2/24/2021 @ 2:00 PM
Policy Committee	2/11/2021 @ 1:00 PM
Executive Session	6:45 PM Before and after the regularly scheduled meeting for personnel, contract and legal.

WELCOME

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – JOC members will vote on approving the current agenda as presented.

PUBLIC PARTICIPATION* – Mr. Eppig will ask the audience if anyone cares to make comments at this time.

PRESENTATION- Members of the LCCT Foundation will present the Innovation Awards.

SUPERINTENDENT’S REPORT- Dr. Hershey will share her report.

DIRECTOR’S REPORT- Minutes of the January 28, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes, Policy Committee Minutes

GAC Meeting Minutes- A GAC meeting was held on 2/9/2021. Dr. Savin will ask Ms. Stephens to provide the committee with an update from the meeting.

Local, State, and Federal Projects- Dr. Savin will provide the committee with any updates. All changes from the previous meeting are reflected in red.

Recommendations for Program Changes and Eliminations

Memo 1, Memo 2 and Resolution

Motion to approve the following changes to the secondary educational programs: (1) discontinue the Medical Administrative Assistant program taught by Holly Maisano at the end of the 2020-2021 school year; (2) expand the Medical Assistant Program to offer two classes beginning with the 2021-2022 school year; and (3) transfer Ms. Maisano into the new instructor position for the expanded Medical Assistant Program effective the beginning of the 2021-2022 school year, pending confirmation of her eligibility, and subsequent ability to obtain the add-on PDE Medical Assistant (CIP 51.0801) certification, no later than June 30, 2021.

NOCTI and NIMS: In accordance with Act 136 of 2020 and with JOC approval, LCCTC, is seeking a waiver from the PA Secretary of Education to waive the NIMS and NOCTI exams on a school-wide basis for the 2020-21 academic year.

January 2021 Students of the Month

Brownstown

- ★ Richard Dworsak, a student from Elizabethtown Area School District in the Interactive Media and Web Design program.
- ★ Ian High, a student from Manheim Central School District in our Electrical Construction Technology program.

Mount Joy

- ★ Madison Rinier, a student from Manheim Township School District in the Metal Fabrication program.
- ★ Yaneth Vazquez Ortiz, a student from Solanco School District in our Culinary Arts/Chef program.

Willow Street

- ★ Abbegayle Ezard, a student from Penn Manor School District in the Veterinary Assistant program.
- ★ Rahel Amanieli, a student from Conestoga Valley School District in our Dental Assistant program.

- ★ Lilyana Rosado, a student from the School District of Lancaster in our Automotive Technology program.

Approve Director's Report – Roll Call Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes

Members – Mara McGrann, Debbie Sturgis, Steven Bushey

Administrators – Kristin Smith, Jim Brunken, Mike Pasqualucci

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates. Positions in bold are newly created positions.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
Michael Pasqualucci, Resignation	Director of Transportation Technologies	05/28/2019	02/23/2021	Mount Joy
Grace Walters, Retirement	Administrative Assistant	03/24/2011	06/30/2021	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Nicole Sabil	Academic Coach	\$20.00 hourly; Non- exempt, without benefits	03/01/2021	Willow Street
Lisa Sunday	Dental Hygiene Instructor	\$35.00 hourly; Non- exempt, without benefits	02/02/2021	Willow Street
Diana Smith	Instructional Coach	\$90,057(117); Exempt, with benefits	05/26/2021	Mount Joy

Change of Assignment:

Employee	Position Change From:	Position Change To:	Start Date	Location
Stephanie Mason	F/T Practical Nursing Instructor; \$57,337 (B5); Exempt, with benefits	P/T Practical Nursing Instructor; \$38.98 hourly; Exempt, without benefits	04/23/2021	Health Sciences Center

Action Items

- Approve transfer agreement- J. Collier
- Approve Bret Kaylor for CDL class day to day oversight extra duty stipend effective 2/24/2021 until Transportation Director is hired. (\$250 a month)
- Approve Paul Ranck for CDL 3rd party testing day to day oversight extra duty stipend effective 2/24/2021 until Transportation Director is hired. (\$250 a month)
- Approve unpaid leave of absence, Rick Moore, through June 3, 2021

Approve Personnel Committee Report – Roll Call Vote

BUILDING AND PROPERTY COMMITTEE

Chair – John Smucker

Members – Tim Stayer (incoming chair), Tim Malloy, Chip Roten

Administrators – Tim Klein, David Smith, Josie Campbell, Michael DePriore, Jason Wise

Informational Items

- MJ Playground surfaces, quoting replacement is on going
- Low Light camera projects MJ and HSC
- Tremco Roof Restoration Plan Update(BT)
- Summer Projects
 - Facilities Tracker and using five year plan
 - Prioritize Principal building upgrade requests per campus
 - Program moves to establish summer plans list 2021
- WS Sewer Pipes:
 - Mr. Rehab site visit 2/9, shared videos of pipes
 - Custom Plumbing quote \$5910.00 for outside cleanout
- Buchart Horn, BT WWT Plant timeline update:
 - Surveying: Completed; Geotechnical: Late February(weather delays)
 - Bidding: March, April; Construction/Installation: June, July

Approve Building and Property Committee Report – Roll Call Vote

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Millard Eppig

Members – Chris Straub, Grant Keener, Dina Maio

Administrators – Michael Moeller, Darla Gettle, Amber Kreger, Keith Yohn, Tom Wolfe

Informational Items

- Enrollment 21-22
- Distance Education Application Update
- Program Review & Planning

Approve Planning & Development Committee Report – Roll Call Vote

FINANCE COMMITTEE

Chair – Richard Brenner

Members – Craig Hummer, Joyce Stephens, Sandra Duncan

Administrators – Michael DePriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken, Amanda Allison

Financial Reports

- Treasurer's Reports:
 - General Fund- January
- Line Item Report
- Bill Payment Listing; Bill Payment Summary
- Internal Service Fund Reports– Health
- Cafeteria Report

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

- Permission to Purchase
 - \$5,000 CertaPro Painting- Brownstown Campus, 2018 Capital Reserve
- Permission to Bid
 - Ventilation System- Intro to Manufacturing Space- Willow Street
 - Welders- Intro to Manufacturing, Welding- Willow Street
 - Perkins Revisions:
 - Small Wheel Loader (increased budget to \$90,000)
 - Skid Loader (budget of \$40,000)

Seeking Approval

- 2021-2022 General Fund Budget Adoption
 - Budget Packet, Voting Results, District Voting Resolutions
- Partnership Agreement: Dr. Bryan Langlois & One Dog at a Time- Veterinary Assistant Surgical/Clinical Experience for students
- Collective Bargaining Agreement Memorandum of Understanding for contract rollover for the 2021-2022 school year

Informational Items

- Transportation Study, Recommendation for future improvement
- ePrint Center Update
- Willow Valley Discussions on Access Road
- Pending Grants- Secondary and Post-Secondary- More than \$1M to come
- Capital Reserve Planning, Usage- Next few years

Approve Finance Committee Report – Roll Call Vote

POLICY COMMITTEE

Members – Joyce Stephens, Grant Keener

Administrators – April Hershey, Stuart Savin

Action Items

- First Reading
 - 100 Comprehensive Planning
 - 100.1 Strategic Plan
 - 134 Commercial Truck Driving School Drug/Alcohol Testing
 - 232 Student Involvement in Decision Making

Information Items

Administrative Regulations- The Policy Review Committee tasked the administration with the development of the administrative regulations.

Approve Policy Committee Report – Roll Call Vote

OLD BUSINESS

NEW BUSINESS

Chairperson for Building & Property Committee- Tim Stayer

OPEN JOC DISCUSSION – Mr. Eppig will open the floor for JOC member comments.

ADJOURN to Executive Session

The Next JOC Meeting will be held on March 25, 2021 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.

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, February 25, 2021
Willow Street Campus

Attendees: Chip Roten, Christopher Straub, Craig Hummer, Debra Sturgis, Dina Maio, Grant Keener, John Smucker, Joyce Stephens, Mara Creswell McGrann, Millard Eppig, Richard Brenner, Sandra Duncan, Steven Bushey, Tim Malloy, Tim Stayer

Absent: James Byrnes

Also Present: Dr. Stuart Savin- Administrative Director, Dr. April Hershey- Superintendent of Record, Keith Yohn, Assistant Administrative Director, Kristin Smith- HR Director, Dr. Mike DelPriore- Business Manager, Stephanie Nallo- Recording Secretary, Jason Wise- IT Director

Mr. Eppig called the meeting to order at 7:11 PM.

Dr. Savin recognized John Smucker's 10 years on the JOC and thanked him for his service on the Joint Operating Committee as he is stepping down from the board. Mr. Smucker stated that it has been a pleasure to serve and that he expects great things to continue to come from the LCCTC.

WELCOME- Mr. Eppig welcomed everyone to the meeting.

ROLL CALL

Mr. Eppig announced the JOC held an executive session prior to tonight's meeting to discuss personnel and the contract.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Ms. Stephens motioned to approve the agenda as presented, adding a motion to approve changes to the secondary education programs under the recommendations in the Directors report. Ms. Sturgis seconded the motion. All members present voted in favor.

PUBLIC PARTICIPATION* – There were no requests for public participation.

suggestions. The members also spoke about how the school is continuing to move forward during the Covid-19 challenges.

Local, State, and Federal Projects– Dr. Savin provided the committee with updates. All changes from the previous meeting are reflected in red. Dr. DeLPriore explained the Cares Act round two, with grants for secondary and post-secondary totaling over 1.2 million to be received by the CTC. We will bring additional information to the members once we receive it. We are still waiting on the restrictions of the grant to know how we will be able to spend these monies.

Recommendations for Program Changes and Eliminations

Memo 1, Memo 2 and Resolution

Dr. Savin reviewed Memo 1, regarding the Curtailment/Alteration of the Educational Program and Related Personnel Actions – Event Planning & Tourism Services Management Program, and Memo 2, regarding the Curtailment/Alteration of the Educational Program and Related Personnel Actions – Sports Medicine and Rehabilitation Technician Program

He also reviewed the Resolution:

NOW, THEREFORE, BE IT RESOLVED, by the LCCTC Joint Operating Committee as follows:

1. Pursuant to Section 1124(a)(2) of the Public School Code, the Joint Operating Committee approves the elimination of the Event Planning & Tourism Services Management Program and Sports Medicine and Rehabilitation Technician Program, effective the end of the 2020-2021 school year.

2. Pursuant to its authority under Section 1124(a)(2) of the Public School Code, the Joint Operating Committee approves the furlough of the following tenured instructors/employees from their employment, effective June 30, 2021:
 - a. Florence Batten – LCCTC Willow Street Campus - Sports Medicine and Rehabilitation Technician Program
 - b. Alison Shepler – LCCTC Mount Joy Campus - Event Planning & Tourism Services Management Program

3. LCCTC's Administrative Director or his designee shall take such other action as may be necessary or appropriate to carry out this Resolution, including, but not limited to, notifying the affected employees identified above in writing of their furloughs and their

Willow Street- presented by Mr. Brunken

- ★ Abbegayle Ezard, a student from Penn Manor School District in the Veterinary Assistant program.
- ★ Rahel Amani, a student from Conestoga Valley School District in our Dental Assistant program.
- ★ Lilyana Rosado, a student from the School District of Lancaster in our Automotive Technology program.

Mr. Straub motioned and Ms. Stephens seconded to approve the Directors report as presented.

Ms. Stephens motioned to break out the motions for the Memos, Resolution, and Program Changes. Mr. Malloy seconded the motion.

Motion to approve the Resolution for the Elimination of the Event Planning & Tourism Services Management and Sports Medicine and Rehabilitation Technician Programs and Furlough Those Program Instructors, effective the end of the 2020-2021 school year. Ms. Stephens motioned and Ms. Duncan seconded the motion. All members present voted in favor.

Motion to approve the following changes to the secondary educational programs: (1) discontinue the Medical Administrative Assistant program taught by Holly Masiano at the end of the 2020-2021 school year; (2) expand the Medical Assistant Program to offer two classes beginning with the 2021-2022 school year; and (3) transfer Ms. Masiano into the new instructor position for the expanded Medical Assistant Program effective the beginning of the 2021-2022 school year, pending confirmation of her eligibility, and subsequent ability to obtain the add-on PDE Medical Assistant (CIP 51.0801) certification, no later than June 30, 2021. Mr. Straub motioned and Ms. Creswell-McGrann seconded the motion. All members present voted in favor.

Mr. Eppig shared the following statement: The Joint Operating Committee does not relish furloughing dedicated teachers- but it does have a duty to regularly review programs to ensure they have sufficient student enrollments to warrant their continuation. The Joint Operating Committee has asked the administration to determine if those teachers affected by these furloughs might be qualified to fill other instructor positions that will become vacant due to retirements and resignation. The administration has assured the Joint Operating Committee that it will do so, and I wanted to make sure that fact was publicly stated.

Action Items

- Approve transfer agreement- J. Collier- This agreement is a follow-up from the transfer of the appointment of this staff member to the IU13.
- Approve Bret Kaylor for CDL class day to day oversight extra duty stipend effective 2/24/2021 until Transportation Director is hired. (\$250 a month)
- Approve Paul Ranck for CDL 3rd party testing day to day oversight extra duty stipend effective 2/24/2021 until Transportation Director is hired. (\$250 a month)
- Approve unpaid leave of absence, Rick Moore, through June 3, 2021

Ms. Cresswell- McGrann motioned and Mr. Roten seconded to approve the Personnel Committee items presented. All members present voted in favor.

BUILDING AND PROPERTY COMMITTEE

Chair – John Smucker

Members – Tim Stayer, Tim Malloy, Chip Roten

Administrators – Tim Klein, David Smith, Josie Campbell, Michael DeIPriore, Jason Wise

Mr. Stayer provided the Building and Property Committee report.

Informational Items

- MJ Playground surfaces, quoting replacement is on going
- Low Light camera projects MJ and HSC
- Tremco Roof Restoration Plan Update(BT)
- Summer Projects
 - Facilities Tracker and using five year plan
 - Prioritize Principal building upgrade requests per campus
 - Program moves to establish summer plans list 2021
- WS Sewer Pipes:
 - Mr. Rehab site visit 2/9, shared videos of pipes
 - Custom Plumbing quote \$5910.00 for outside cleanout
- Buchart Horn, BT WWT Plant timeline update:
 - Surveying: Completed; Geotechnical: Late February(weather delays)
 - Bidding: March, April; Construction/Installation: June, July

No action items were presented and no motion was required.

- Permission to Bid
 - Ventilation System- Intro to Manufacturing Space- Willow Street
 - Welders- Intro to Manufacturing, Welding- Willow Street
 - Perkins Revisions: Allocation has not changed, just the items
 - Small Wheel Loader (increased budget to \$90,000)
 - Skid Loader (budget of \$40,000)

Seeking Approval

- 2021-2022 General Fund Budget Adoption
 - Budget Packet, Voting Results, District Voting Resolutions
 - The budget passed with a vote of 136 for and none against..
- Partnership Agreement: Dr. Bryan Langlois & One Dog at a Time- Veterinary Assistant Surgical/Clinical Experience for students for the remainder of the school year.
- Collective Bargaining Agreement Memorandum of Understanding for contract rollover for the 2021-2022 school year.

Informational Items

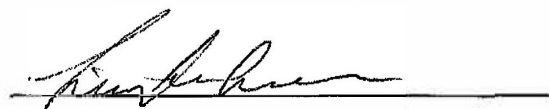
- Transportation Study, Recommendation for future improvement due to the cost that this was quoted to cost. The suggestion from the committee was to ask the transportation directors from the sending districts to work together to work on solutions for this. This request will go to the superintendents at the March 9th PAC meeting. Dr. DelPriore thanked the committee for their recommendation for this support. Dr. DelPriore explained what the solutions may be and what the current system looks like. We would like to find a more efficient and cost effective way to transport these students. We can come back with recommendations to the JOC once we have examined it.
- ePrint Center Update
- Willow Valley Discussions on Access Road
- Pending Grants- Secondary and Post-Secondary- More than \$1M to come, as previously reported under the Director's report.
- Capital Reserve Planning, Usage- Next few years- Dr. DelPriore explained that we are sharing these plans quarterly, however we will continue to discuss the use of capital reserve funds as well as using other funding sources. Mr. Hummer shared that he appreciates this level of

Mr. Hummer motioned and Ms. Stephens seconded to approve the Finance Committee report.. All members present voted in favor.

OPEN JOC DISCUSSION – Mr. Eppig opened the floor for JOC member comments. There were none.

ADJOURN- Mr. Eppig called for adjournment at 7:53 PM

Ms. Stephens motioned and Mr. Stayer seconded to approve adjournment. All members present voted in favor.

A handwritten signature in black ink, appearing to read "Richard Brenner", is written over a solid horizontal line.

Richard Brenner, Secretary

2/25/2021

LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

Elimination of the Event Planning & Tourism Services Management and Sports Medicine and Rehabilitation Technician Programs and Furlough Those Program Instructors

WHEREAS, Lancaster County Career & Technology Center (“LCCTC”) is authorized to eliminate entire programs under Section 1124(a)(2) of the Public School Code to more efficiently and effectively employ resources to establish new educational programs, *Sporie v. Eastern Westmoreland Area Vocational-Technical School*, 408 A.2d 888 (Pa. Cmwlth. 1979);

WHEREAS, LCCTC is also authorized under Section 1124(a)(2) of the Public School Code to eliminate programs due to a substantial decline in class or course enrollment;

WHEREAS, enrollment data shows that the Event Planning & Tourism Services Management Program has experienced an 80.9% decline in its student enrollment between the 2017-18 and 2020-2021 school year;

WHEREAS, enrollment data shows that the Sports Medicine and Rehabilitation Technician Program has experienced a 69.5 % decline in its student enrollment between the 2016-17 and 2020-2021 school year;

WHEREAS, the Lancaster County Career & Technology Center (“LCCTC”) Administrative Director and its Superintendent of Record jointly recommended to the Joint Operating Committee that LCCTC eliminate its Event Planning & Tourism Services Management Program and Sports Medicine and Rehabilitation Technician Program effective the end of the 2020-2021 school year;

WHEREAS, the reasons for this joint recommendation are a substantial decline in the student enrollment in these educational programs, as well as a desire to reallocate LCCTC resources to either establish new or expand existing educational programs;

WHEREAS, the Joint Operating Committee concurs with the joint recommendation of the Administrative Director and Superintendent of Record to eliminate these educational programs to allow for resources to be reallocated for other educational programs;

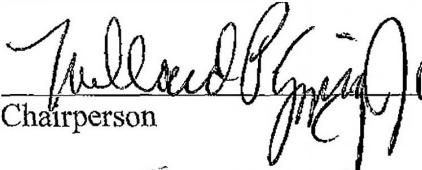
WHEREAS, as a result of the elimination of the Event Planning & Tourism Services Management Program and Sports Medicine and Rehabilitation Technician Program, its instructors will not be needed after the conclusion of the 2020-2021 school year,

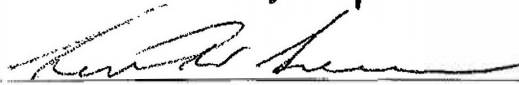
NOW, THEREFORE, BE IT RESOLVED, by the LCCTC Joint Operating Committee as follows:

1. Pursuant to Section 1124(a)(2) of the Public School Code, the Joint Operating Committee approves the eliminate the Event Planning & Tourism Services Management Program and Sports Medicine and Rehabilitation Technician Program, effective the end of the 2020-2021 school year.

2. Pursuant to its authority under Section 1124(a)(2) of the Public School Code, the Joint Operating Committee approves the furlough of the following tenured instructors/employees from their employment, effective June 30, 2021:
 - a. Florence Batten – LCCTC Willow Street Campus - Sports Medicine and Rehabilitation Technician Program
 - b. Alison Shepler – LCCTC Mount Joy Campus - Event Planning & Tourism Services Management Program
3. LCCTC’s Administrative Director or his designee shall take such other action as may be necessary or appropriate to carry out this Resolution, including, but not limited to, notifying the affected employees identified above in writing of their furloughs and their procedural rights to challenge their furloughs, as well as the adoption of this Resolution.
4. LCCTC’s Administrative Director or his designee is authorized to commence the process for the establishment of a new Welding Pilot Program at the Willow Street Campus and the expansion of the Introduction to Health Care Program at the Mount Joy Campus, subject to the Joint Operating Committee’s final review and approval of all decisions for the hiring of personnel or expenditure of funds in compliance with Section 508 of the Public School Code.

Duly adopted on this 25th day of February, 2021, by a majority vote of the Joint Operating Committee for the Lancaster County Career & Technology Center.


Chairperson


Secretary

M E M O R A N D U M

TO: Lancaster County Career & Technology Center
Joint Operating Committee

FROM: Dr. Stuart Savin, Administrative Director
Dr. April Hershey, Superintendent of Records

RE: Curtailment/Alteration of the Educational Program
and Related Personnel Actions – Event Planning & Tourism Services
Management Program

DATE: February 25, 2021

The Lancaster County Career and Technology Center Administration has developed a Secondary Career and Technical Education Programming Review and Planning process that incorporates data and uses metrics to make programming decisions that benefit students, sending school districts, and the business community. The following are the metrics that LCCTC uses to develop recommendations for the Joint Operating Committee, Professional Advisory Committee, and the General Advisory Committee, to include: time lines, Administrative reviews, three year report card, four year wait list, seven year program enrollments and fill rates, six year HPO lists, and sending district programming review and analysis.

The LCCTC Administration, after consultation with the Superintendent of Record, recommends that the Joint Operating Committee (“JOC”) approve its proposal to eliminate the Event Planning & Tourism Services Management Program due to a substantial decline in student enrollment and to conform with standards of organization to create a more effective educational program by utilizing existing resources to offer a different “high demand” educational program. The recommended changes are set forth below, and would become effective at the end of the 2020-2021 school year.

Section 1124(2) of the Public School Code requires that the Superintendent of Record must recommend and the JOC must approve any recommended changes, if instructional staff would be laid off from their employment as a result of the plan. The LCCTC Administration believes proper reasons exist to support its recommendations as set forth below.

If the recommended plan is deemed acceptable by the JOC, the Administration would ask the JOC to approve a resolution authorizing the elimination of the Event Planning & Tourism Services Management Program, the furlough of Event Planning & Tourism Services Management instructor and the expansion of the Introduction to Health Care Program. Any lay-offs would be done in compliance with Section 1125.1 of the Public School Code, and would be effective at the end of the 2020-2021 school year.

The recommendations, and the underlying rationale for them, are as follows:

Elimination of the Event Planning & Tourism Services Management Program.

LCCTC is seeking the JOC's approval to eliminate the Event Planning & Tourism Services Management Program, effective the end of the 2020-2021 school year, in order to replace that program with an expansion of the Introduction to Health Care Program.

Student enrollment figures for the Event Planning & Tourism Services Management Program have been in decline since the 2016-2017 school year, with the exception being the 2017-2018 school year. In the 2017-2018 school year the program reached a high beginning of year enrollment of 21 students and since that time has not had a beginning of the year enrollment any higher than 15 students with a low current enrollment of 4 students in the 2020-2021 school year. The student enrollment data reflects a 80.9% enrolment decline in this program between the 2017-2018 and 2020-2021 school year, which represents a substantial decline in enrollment for purposes of Section 1124(2) of the Public School Code. The program is not fulfilling LCCTC's educational mission to prepare high school students for high skill, high wage jobs or careers. Specifically, the LCCTC administration relies upon the following facts to support its recommendation to eliminate the Event Planning & Tourism Services Management Program in order to offer other educational programs:

1. The LCCTC's Event Planning & Tourism Services Management Program has low student interest based on the beginning year enrollments, and has experienced a substantial decline in student enrollment during the last 4 school years as explained above.
2. The LCCTC's Event Planning & Tourism Services Management Program has a lower ranking score on the program report card.
3. The Event Planning & Tourism Services Management Program has been recommended for elimination in order to create new educational programs to train students for higher skilled paying jobs.
 - a. On January 12, 2021, LCCTC's Professional Advisory Committee voted to recommend the elimination of the Event Planning & Tourism Services Management Program, effective the end of the 2020-2021 school year in order to offer new programs.
 - b. On February 9, 2021, LCCTC's General Advisory Committee voted to recommend the elimination of the Event Planning & Tourism Services Management Program and replace it with an expansion of the Introduction to Health Care program that will meet the needs of businesses in our community.

Expansion of the Introduction to Healthcare Program. Assuming the JOC authorizes the elimination of the Event Planning & Tourism Services Management Program at the end of the 2020-2021 school year for the reasons explained above, the LCCTC Administration would recommend expansion of the Introduction to Health Care Program at the Mount Joy Campus.

MEMORANDUM

TO: Lancaster County Career & Technology Center
Joint Operating Committee

FROM: Dr. Stuart Savin, Administrative Director
Dr. April Hershey, Superintendent of Record

RE: Curtailment/Alteration of the Educational Program
and Related Personnel Actions – Sports Medicine and Rehabilitation
Technician Program

DATE: February 25, 2021

The Lancaster County Career and Technology Center Administration has developed a Secondary Career and Technical Education Programming Review and Planning process that incorporates data and uses metrics to make programming decisions that benefit students, sending school districts, and the business community. The following are the metrics that LCCTC uses to develop recommendations for the Joint Operating Committee, Professional Advisory Committee, and the General Advisory Committee, to include: time lines, Administrative reviews, three year report card, four year wait list, seven year program enrollments and fill rates, six year HPO lists, and sending district programming review and analysis.

The LCCTC Administration, after consultation with the Superintendent of Record, recommends that the Joint Operating Committee (“JOC”) approve its proposal to eliminate the Sports Medicine and Rehabilitation Technician Program due to a substantial decline in student enrollment in this program and to conform with standards of organization to create a more effective educational program by utilizing existing resources elsewhere to offer a different “high demand” educational program. The recommended changes are set forth below, and would become effective at the end of the 2020-2021 school year.

Section 1124(2) of the Public School Code requires that the Superintendent of Record must recommend and the JOC must approve any recommended changes, if instructional staff would be laid off from their employment as a result of the plan. The LCCTC Administration believes proper reasons exist to support its recommendations as set forth below.

If the recommended plan is deemed acceptable by the JOC, the Administration would ask the JOC to approve a resolution authorizing the elimination of the Sports Medicine and Rehabilitation Technician Program, the furlough of Sports Medicine and Rehabilitation Technician instructor and the creation of a new Welding Pilot Program. Any lay-offs would be done in compliance with Section 1125.1 of the Public School Code, and would be effective at the end of the 2020-2021 school year.

The recommendations, and the underlying rationale for them, are as follows:

Elimination of the Sports Medicine and Rehabilitation Technician Program.

LCCTC is seeking the JOC's approval to eliminate the Sports Medicine and Rehabilitation Technician Program, effective the end of the 2020-2021 school year, in order to replace that program with a new Welding Pilot Program.

Student enrollment figures for the Sports Medicine and Rehabilitation Technician Program have been in decline since the 2016-2017 school year. In the 2016-2017 school year the program reached a high beginning of year enrollment of 23 students and since that time has not had a beginning of the year enrollment any higher than 15 students with a low beginning of year enrollment of 12 in the 2017-2018 and the 2018-2019 school years and currently 7 in the 2020-2021 School year. Those student enrollment figures show a 69.5% decline between the 2016-2017 and 2020-2021 school year, which constitutes a substantial decline in enrollment for purposes of Section 1124 of the Public School Code. The program is not fulfilling LCCTC's educational mission to prepare high school students for high skill, high wage jobs or careers. Specifically, the LCCTC administration relies upon the following facts to support its recommendation to eliminate the Sports Medicine and Rehabilitation Technician Program in order to offer other educational programs:

1. Sports Medicine and Rehabilitation Technician is not listed as a "High Priority Occupation" by the Lancaster County Workforce Development Area, according to the data compiled by the Pennsylvania Department of Labor & Industry in 2020.
2. The LCCTC's Sports Medicine and Rehabilitation Technician Program has low student interest based on the beginning year and end year enrollments from the 2016-2017 and 2020-2021 school years, and student enrollments have substantially declined during that time period.
3. The LCCTC's Sports Medicine and Rehabilitation Technician Program has a low ranking score on the program report card.
4. The Sports Medicine and Rehabilitation Technician Program has been recommended for elimination in order to create new educational programs to train students for higher skilled paying jobs.
 - a. On January 12, 2021, LCCTC's Professional Advisory Committee voted to recommend the elimination of the Sports Medicine and Rehabilitation Technician Program, effective the end of the 2020-2021 school year in order to offer new programming
 - b. On February 9, 2021, LCCTC's General Advisory Committee voted to recommend the elimination of the Sports Medicine and Rehabilitation Technician

Program and replace it with a Welding Pilot Program that will meet the needs of businesses in our community.

Creation of Welding Pilot Program. Assuming the JOC authorizes the elimination of the Sports Medicine and Rehabilitation Technician Program at the end of the 2020-2021 school year for the reasons explained above, the LCCTC Administration would recommend replacing it with a new Welding Pilot Program at the Willow Street Campus.

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, April 22, 2021
Willow Street Campus

Personnel Committee	6:00 PM
Building & Property Committee	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 4/21/2021 @ 2:00 PM
Policy Committee	No meeting
Executive Session	6:45 PM Before the regularly scheduled meeting, for personnel.

WELCOME

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – JOC members will vote on approving the current agenda as presented.

PUBLIC PARTICIPATION* – Mr. Eppig will ask the audience if anyone cares to make comments at this time.

PRESENTATION Carl Warden, Instructor, will present on the Materials Handling & Logistics Program. Student Success Highlights

SUPERINTENDENT’S REPORT- Dr. Hershey will provide the committee with her report.

DIRECTOR’S REPORT- Minutes of the March 25, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development 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.

NOCTI/NIMS Waiver

PSBA Policy Maintenance Agreement- Program Renewal 2021-22

Updated Health & Safety Plan , revision list

March 2021 Students of the Month

Brownstown

- ★ Carl Schroeder, a student from Lancaster Catholic in the Introduction to Construction Careers program.
- ★ Tucker Kurtz, a student from Ephrata Area School District in our Computer Systems Technology program.

Mount Joy

- ★ Amberly Trusty, a student from Warwick School District in the Culinary Arts/Chef program.
- ★ Justin Dagen, a student from Solanco School District in our Precision Machining program.

Willow Street

- ★ Mayelin Polanco, a student from the School District of Lancaster in the Introduction to Health Careers program.
- ★ Lea Kover, a student from Manheim Central School District in our RV & Outdoor Power Equipment program.
- ★ Denise Purdy, an adult student in our Medical Administrative Assistant program.

Approve Director's Report – Roll Call Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes

Members – Mara McGrann, Debbie Sturgis, Steven Bushey

Administrators – Kristin Smith, Jim Brunken

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates. Positions in bold are newly created positions.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
John Sweigart	Public Safety Academy Instructor	08/16/2006	06/30/2021	Public Safety Training Center
Amanda Allison	Assistant Business Manager	06/08/2015	06/25/2021	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Cory Adams	Network Administrator	\$54,275 annually; Exempt, with benefits	05/03/2021	Health Sciences Campus
Laura Myers	Dental Hygiene Instructor	\$58,118.29 annually; Exempt, with benefits	05/03/2021	Willow Street

Action Items

- Rescind the furlough of Alison Shepler at the end of the 2020-2021 school year, and approve her transfer to the Culinary Arts Instructor position at the Brownstown Campus, pending her receipt of the necessary PDE emergency certification
- FMLA- Kris Wenger, effective 3/25/2021

Approve Personnel Committee Report – Roll Call Vote

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer

Members – Tim Malloy, Chip Roten, Lisa Whitacre

Administrators – Tim Klein, David Smith, Josie Campbell, Michael DelPriore, Jason Wise

Informational Items

- Low Light camera projects MJ and HSC started 3/15/21 in progress
- Tremco Roof Restoration Plan Update (BT)- Re-scanned wet areas 3/12/21 and start section 2 in May
- Summer Projects/Improvements
 - Facilities Tracker and using five year plan

- Prioritize Principal building upgrade requests per campus and program move renovations
- BT Room 100 chiller pipe insulation and ceiling tiles
- BT Room 108 Flooring and Ceiling Tiles
- MJ Room 108 Flooring, Ceiling Tile and Paint
- Smart to Welding program, Dust Collector, 20 welding booths, Welders
- WS Medical Assistant Room 202 Flooring & Ceiling Replace
- WS Intro To Visual Comm. move to Room 200
- HSC Painting offices & downstairs complete
- HSC : Natural Gas leaks identified and repaired in lower level
- WS Sewer Pipes:
 - Mr. Rehab site visit 2/9, shared videos of pipes, Mr. Rehab (May) \$2,200
 - Custom Plumbing quote \$5,910 for outside cleanout
- Buchart Horn, BT WWT Plant timeline update: From 3/11/21 Call
 - Surveying: Completed; Geotechnical: Complete April 8, 2021
 - Bidding: May; Construction/Installation: July, August

Approve Building and Property Committee Report – Roll Call Vote

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Millard Eppig

Members – Chris Straub, Grant Keener, Dina Maio

Administrators – Michael Moeller, Darla Gettle, Amber Kreger, Keith Yohn, Tom Wolfe

Informational Items

- Enrollment 2021-22
- CODA- Dental Hygiene Accreditation Visit- 4/13-4/14
- Post-Secondary CATS
- 339- November
- Career Ready Lancaster- Commercial Art class created logos, Elizabethtown senior's logo selected

Approve Planning & Development Committee Report – Roll Call Vote

FINANCE COMMITTEE

Chair – Richard Brenner

Members – Craig Hummer, Joyce Stephens, Sandra Duncan

Administrators – Michael DelPriore, Stuart Savin, Keith Yohn, Amber Kreger, Jim Brunken, Amanda Allison

Financial Reports

- Treasurer's Reports
 - General Fund- March
 - Renovation Bond Fund
 - Capital Reserve 2001
 - Capital Reserve 2018
- Quarterly Reports
 - ePrint Center
 - Activity/Production Accounts
- Line Item Report
- Bill Payment: Listing; Summary
- Internal Service Fund Reports– Health
- Cafeteria Report

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

- Permission to Purchase
- Permission to RFP: Greenhouse demolition
- Permission to Bid (CRRSA Act funds)
 - Anatomage tables for post-secondary distance education (2), Individual student desks, Chromebooks and laptops, Chromebook cases
- Permission to Award Bids: Heavy Equipment

Seeking Approval

- Agreements
 - 2021-2023 Substitute Teacher Services Agreement
 - Adult Adjunct Instructor Agreement- Payment of stipend per credit for part-time general education adult education instructors
 - Restaurant Mechanical Agreement- Annual Preventative Maintenance for all culinary and cafeteria equipment- \$7,500
- Add Kristin Smith as an authorized user (Credit Card)
- Transfer balance of Cosmetology Production account to the General Fund (\$5,063.52), to be used for student tool sets for Automotive Technology
- Transfer Renovation Bond Fund encumbrance for Auto Tech HVAC project (58,446.26) to Culinary HVAC projects
- Monetary donation from Cabot Oil & Gas Foundation
 - 8K camera- Interactive Media & Web Design; Computer for 3D scanner- Architectural CAD
- Award retirement bonus to furloughed ePrint Center Manager- Qualifies based upon age and years of service (Approx. \$10,000)

Informational Items

- Sale of 316 Old Market Street- June 2021; Sale of 324 Old Market Street- 2022
- Preliminary year-end fiscal projections
- CTC Transportation Update- Recent meeting with transportation coordinators

Approve Finance Committee Report – Roll Call Vote

POLICY COMMITTEE

Members – Joyce Stephens, Grant Keener

Administrators – April Hershey, Stuart Savin

No report during the administration's concentration on developing Administrative Regulations for the 000, 100, 200 and 600 Series.

OLD BUSINESS

NEW BUSINESS

OPEN JOC DISCUSSION – Mr. Eppig will open the floor for JOC member comments.

ADJOURN

The Next JOC Meeting will be held on May 27, 2021 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.

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday, April 22, 2021
Willow Street Campus

Attendees: Chip Roten, Christopher Straub, Craig Hummer, Debra Sturgis, Dina Maio, Joyce Stephens, Millard Eppig, Richard Brenner, Steven Bushey, Tim Stayer

Absent: Grant Keener, James Byrnes, Lisa Whitacre, Mara Creswell McGrann, Sandra Duncan, Tim Malloy

Also Present: Dr. Stuart Savin- Administrative Director, Dr. April Hershey- Superintendent of Record, Keith Yohn, Assistant Administrative Director, Dr. Mike DelPriore- Business Manager, Stephanie Nallo- Recording Secretary, Jason Wise- IT Director, Kristin Smith- HR Director

Prior to the meeting Mr. Straub shared a request from the Foundation for assistance in promoting the online auction. Online donations can also be made. The online auction begins April 29th and ends May 8th. He stated that hopefully next year we will be back in person for the Fly on the Run dinner and auction.

Mr. Eppig called the meeting to order at 7:00 PM.

WELCOME- Mr. Eppig welcomed everyone to the meeting.

Mr. Eppig announced the JOC held an executive session prior to tonight's meeting to discuss personnel.

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – Mr. Straub motioned to approve the agenda as presented. Mr. Brenner seconded the motion. All members present voted in favor.

PUBLIC PARTICIPATION* – There were no requests for public participation.

PRESENTATION Carl Warden, Instructor, and Megan Martin, Special Education Teacher, presented a summary of the Materials Handling & Logistics Program, its relationship with local industry, and the support that the program offers students. Students are in the workforce 4 out of 5 days for the majority of the course to learn skills and rotate through the warehouse. By the end of February students begin looking for jobs and work with job trainers for permanent positions. They shared the vocation skills including OSHA Certification the students earn during class, inventory management, receiving & stocking operations and order fulfillment, packing operations, as well as using material handling equipment to include powered industrial trucks and earning forklift certification. Students are also exposed to procurement operations, shipping & transportation operations and industry technology. The students work on employability skills for workplace team building, interviewing skills, completing job applications, resumes, cover letters, thank you letters and reference sheets as well as demonstrating effective customer relations, conflict resolution and time management skills. Students receive work-based learning experiences, and have guest speakers and go out for job tours. With COVID this year, guest speakers and job tours have been virtual. Students also receive training on independent living skills. They also shared Student Success Highlights from past students.

The board thanked them for their report.

SUPERINTENDENT'S REPORT- Dr. Hershey provided the committee with her report. She shared that the superintendents did not meet, but they are very happy with the enrollments for the 2021-22 school year.

DIRECTOR'S REPORT- Minutes of the March 25, 2021 Board Meeting, Finance Committee Minutes, Building and Property Committee Minutes, Planning & Development Committee Minutes

Local, State, and Federal Projects– Dr. Savin provided the committee with updates. All changes from the previous meeting are reflected in red. Dr. Savin shared that we have received the supplemental equipment grant. Dr. DeIPriore stated that \$200,000 has been awarded to students through the grants. \$575,000 will be used to off-set adult education lost revenue and distance education technology. There will be another \$1.5 million dollars awarded in the 3rd round of the CARES Act.

NOCTI/NIMS Waiver- We have now received the official waiver from PDE. We are still holding the written portion of the NOCTI testing.

PSBA Policy Maintenance Agreement- Program Renewal 2021-22

Updated Health & Safety Plan , revision list- This update reflects the changes as determined by the 4/5/2021 implementation of modifications on COVID restrictions.

March 2021 Students of the Month

Brownstown, presented by Tom Wolfe

- ★ Carl Schroeder, a student from Lancaster Catholic in the Introduction to Construction Careers program.
- ★ Tucker Kurtz, a student from Ephrata Area School District in our Computer Systems Technology program.

Mount Joy, presented by Jeremy King

- ★ Amberly Trusty, a student from Warwick School District in the Culinary Arts/Chef program.
- ★ Justin Dagen, a student from Solanco School District in our Precision Machining program.

Willow Street, presented by Jim Brunken

- ★ Mayelin Polanco, a student from the School District of Lancaster in the Introduction to Health Careers program.
- ★ Lea Kover, a student from Manheim Central School District in our RV & Outdoor Power Equipment program.
- ★ Denise Purdy, an adult student in our Medical Administrative Assistant program.

Ms. Stephens motioned and Mr. Roten seconded to approve the Directors report as presented. All members present voted in favor.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes

Members – Mara McGrann, Debbie Sturgis, Steven Bushey

Administrators – Kristin Smith, Jim Brunken

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates. Positions in bold are newly created positions.

Ms. Sturgis presented the personnel committee report. She reviewed the resignations and appointments as listed.

I. Resignations/Retirements:

Employee	Position Title	Hire Date	Resignation Date	Location
John Sweigart	Public Safety Academy Instructor	08/16/2006	06/30/2021	Public Safety Training Center
Amanda Allison	Assistant Business Manager	06/08/2015	06/25/2021	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Cory Adams	Network Administrator	\$54,275 annually; Exempt, with benefits	05/03/2021	Health Sciences Campus
Laura Myers	Dental Hygiene Instructor	\$58,118.29 annually; Exempt, with benefits	05/03/2021	Willow Street

Action Items

- Rescind the furlough of Alison Shepler at the end of the 2020-2021 school year, and approve her transfer to the Culinary Arts Instructor position at the Brownstown Campus, pending her receipt of the necessary PDE emergency certification
- FMLA- Kris Wenger, effective 3/25/2021

Ms. Sturgis motioned and Mr. Bushey seconded to approve the Personnel Committee items presented. All members present voted in favor.

BUILDING AND PROPERTY COMMITTEE

Chair – Tim Stayer

Members – Tim Malloy, Chip Roten, Lisa Whitacre

Administrators – Tim Klein, David Smith, Josie Campbell, Michael DelPriore, Jason Wise

Mr. Stayer presented the Building and Property committee report as listed below.

Informational Items

- Low Light camera projects MJ and HSC started 3/15/21 in progress
- Tremco Roof Restoration Plan Update (BT)- Re-scanned wet areas 3/12/21 and start section 2 in May

- Summer Projects/Improvements
 - Facilities Tracker and using five year plan
 - Prioritize Principal building upgrade requests per campus and program move renovations
 - BT Room 100 chiller pipe insulation and ceiling tiles
 - BT Room 108 Flooring and Ceiling Tiles
 - MJ Room 108 Flooring, Ceiling Tile and Paint
 - Smart to Welding program, Dust Collector, 20 welding booths, Welders
 - WS Medical Assistant Room 202 Flooring & Ceiling Replace
 - WS Intro To Visual Comm. move to Room 200
 - HSC Painting offices & downstairs complete
- HSC : Natural Gas leaks identified and repaired in lower level
- WS Sewer Pipes:
 - Mr. Rehab site visit 2/9, shared videos of pipes, Mr. Rehab (May) \$2,200
 - Custom Plumbing quote \$5,910 for outside cleanout
- Buchart Horn, BT WWT Plant timeline update: From 3/11/21 Call
 - Surveying: Completed; Geotechnical: Complete April 8,2021
 - Bidding: May; Construction/Installation: July, August

No action items were presented and no motion was required.

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Millard Eppig

Members – Chris Straub, Grant Keener, Dina Maio

Administrators – Michael Moeller, Darla Gettle, Amber Kreger, Keith Yohn, Tom Wolfe

Mr. Eppig provided the Planning & Development committee report.

Informational Items

- Enrollment 2021-22
- CODA- Dental Hygiene Accreditation Visit- 4/13-4/14
- Post-Secondary CATS
- 339- November
- Career Ready Lancaster- Commercial Art class created logos, Elizabethtown senior's logo selected

No action items were presented and no motion was required.

Seeking Approval

- Agreements
 - 2021-2023 Substitute Teacher Services Agreement
 - Adult Adjunct Instructor Agreement- Payment of stipend per credit for part-time general education adult education instructors. Dr. DeIPriore shared that we wanted to more closely align with what most post-secondary institutions use for adjunct faculty payment.
 - Restaurant Mechanical Agreement- Annual Preventative Maintenance for all culinary and cafeteria equipment- \$7,500
- Add Kristin Smith as an authorized user (Credit Card)
- Transfer balance of Cosmetology Production account to the General Fund (\$5,063.52), to be used for student tool sets for Automotive Technology
- Transfer Renovation Bond Fund encumbrance for Auto Tech HVAC project (58,446.26) to Culinary HVAC projects
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 - 8K camera- Interactive Media & Web Design; Computer for 3D scanner- Architectural CAD
- Award retirement bonus to furloughed ePrint Center Manager- Qualifies based upon age and years of service (Approx. \$10,000)

Informational Items

- Sale of 316 Old Market Street- June 2021; Sale of 324 Old Market Street- 2022
- Preliminary year-end fiscal projections
- CTC Transportation Update- Recent meeting with transportation coordinators

The committee also discussed the changing of the chair in May for June's meeting with the completion of Mr. Brenner's JOC representation for Cocalico at the end of the year.

Dr. Savin shared that we are now in a position that our 5 year priorities for our facilities, equipment and technology are planned. Also, in 3 years, we have helped to cover the cost of textbooks, tools and one initial certification for the students, which has removed this financial burden to attend our classes from the students and their families. He stated that we could not have reached this without the support of the JOC.

Mr. Brenner motioned and Ms. Stephens seconded to approve the Finance Committee report. All members present voted in favor.

Ms. Stephens asked if the computers will allow us to provide 1-1 for our students by the end of this technology purchase. This purchase will allow us to be 1-1, as well as have additional computers available.

POLICY COMMITTEE

Members – Joyce Stephens, Grant Keener

Administrators – April Hershey, Stuart Savin

No report during the administration's concentration on developing Administrative Regulations for the 000, 100, 200 and 600 Series.

No action items were presented and no motion was required.

OLD BUSINESS There was no old business.

NEW BUSINESS There was no new business.

OPEN JOC DISCUSSION – Mr. Eppig opened the floor for JOC member comments.

Mr. Eppig thanked everyone for attending tonight and thanked them for their continued support of the CTC.

Mr. Straub thanked the administration and Dr. Savin for the email earlier this week to share the successful changes we have had to our waitlist.

ADJOURN- Mr. Eppig called for adjournment at 7:59 PM

Ms. Sturgis motioned and Mr. Roten seconded to approve adjournment. All members present voted in favor.

DRAFT

Richard Brenner, Secretary

4/22/2021