

**AGENDA**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**BROWNSTOWN CAMPUS**  
**THURSDAY, JUNE 25, 2009**  
**6:45 PM**

**PLEASE BE REMINDED -- The JOC meeting is scheduled for Thursday, June 25, 2009, 6:45PM at the Brownstown campus. Soup and sandwiches will be available anytime after 5:30 PM.**

<b>Finance Committee</b>	<b>Conference Call – 6/24/09 @ 2:00 p.m.</b>
<b>Personnel Committee</b>	<b>6:00 PM</b>
<b>Building &amp; Property Committee</b>	<b>6:00 PM</b>
<b>Planning &amp; Development Committee</b>	<b>6:00 PM</b>

**PLEDGE OF ALLEGIANCE** – Mr. O’Brien will call the meeting to order and lead the pledge of allegiance.

**ROLL CALL** – Alison Ault will take roll call.

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

**INSTRUCTOR PRESENTATION** – Nothing to report.

**MINUTES OF MAY 28, 2009 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes** – Mr. O’Brien will call attention to the May 28, 2009 minutes - asking for any corrections to the minutes and to have the minutes approved.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds to approve the May 28, 2009 minutes as distributed. (voice vote)

**CORRECTIONS/ADDITIONS TO THE AGENDA** - Any changes in the agenda will be identified with an arrow.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds to approve the corrections/additions to the agenda. (voice vote)

**TREASURER’S REPORT** - Mr. Bigler will review the General Fund Treasurer’s Report, Foundation Treasurer’s Report (informational) and the Business Manager’s Report - Line Item Report and Cafeteria Report for the period ending 5/31/09.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds to approve the Treasurer’s Report, Capital Reserve Fund, and Business Manager’s Report as presented. (voice vote)

**PAYMENT OF BILLS** - Mr. Bigler will review the bill listing for payments processed through June 19, 2009

(1, 2, summary)

➤ **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Bill Listing as presented. (roll call vote)

**ELECTION OF OFFICERS** – None at this time.

**CHAIRMAN’S REPORT** – Mr. O’Brien will make a few comments on CTC activities during June.

**SUPERINTENDENT’S REPORT** – There was no meeting this month.

**AUTHORITY MEETING** – There was no meeting this month.

**GENERAL ADVISORY COMMITTEE** – There was no meeting this month.

**EXECUTIVE SESSION** - There will be an Executive Session to discuss personnel issues.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to begin the Executive Session. (voice vote)
- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to end the Executive Session meeting. (voice vote)

## **COMMITTEE REPORTS**

### **PERSONNEL COMMITTEE**

**Chair – James Byrnes**

**Members – Cole Knighton, Joseph DeLuca, Deb Sturgis**

**Administrators – David Warren and Tim Bianchi**

#### **Appointments**

- Dennis Wertz – PT Building Maintenance Instructor at Careerlink, effective 6/22/09, \$25/Hr with no benefits.
- Mike Grab – PT MJ Assistant Welding Instructor, Adult Ed, effective 7/1/09, \$10/Hr. with no benefits.
- Dennis Beshore – PT Adult Ed Drivers Ed Instructor, effective 7/1/09, \$25/Hr. with no benefits.
- Philip Fatta – PT MJ Truck Driving Instructor, effective 7/01/09, \$16.05/Hr. with no benefits.

#### **Consultants/Contracted Services**

#### **Adjustments/Additional Assignments**

- **Summer Assignments and Work Schedule**
  - ▶ **Approve 2.97% increase factor for Support Staff**- 2009/10 based on average of participating school districts. Actual increases to be set by Executive Director based on employee evaluations.

- **Approve 2009/10 Supplemental Personnel Listing** (Attachment 1) (Attachment 2) (Attachment 3) – In May a listing of the externally funded positions was presented and reviewed. A formal vote will be taken on the list in June. Increases for full time employees are in line with the averaging concepts for administrative and instructional staff.
- Stan Templin – Approved in May for Summer Camp Mentor, needs to be adjusted to Instructor at \$29.30/Hr.
- Dominic Russo – PT Adult Ed Building Maintenance Technician Instructor at Careerlink, effective 6/1/09, \$25/Hr. with no benefits.
- Upgraded level of PT Service per VTTALC contract:
  - Nancy Groff                      Step 9B
  - Fran Caputo                      Step 10D
  - Majela Urbay                      Step 10B
  - Barbara Landis                      Step 10E

Benefits at 50%
- Deborah Murr – Covering for Barbara Perozich’s leave, effective 7/14/09, up to 6 weeks; \$12-\$14/Hr.

**Horizontal Move – Salary Scale (Informational Only)**

None at this time

**Transfers**

► Dennis Rhoads – Transfer from Work Based Learning Facilitator to Construction Cluster Instructor at BT campus, effective 7/1/09.

**Resignations/Retirements**

- Mayda Plaza – PT WS Evening Custodian, resigned, effective 6/16/09.
- Approval of Jeff Windle’s resignation from employment, effective 5/15/09, per attached agreement. (Attachment)
- Janice Stoltzfus – ESL Instructor, resigned, effective 8/24/09.

**Furlough**

- Elaine Ero – Adult Ed Administrative Assistant, position eliminated due to lack of state funding, effective 6/30/09.

**Tenure**

None at this time.

**Sabbatical Leave Approval**

None at this time

**Leave of Absence/FMLA**

- Barbara Perozich – FMLA leave for up to 6 weeks, effective 7/14/09.

## Additions to the Substitute List

<u>Name</u>	<u>Area/Location</u>
► Darryl Yohn	Automotive

## Suspensions

None at this time

**Permission to Hire Personnel in the Absence of July Meeting -** We are asking for permission to approve new hires in the absence of a July meeting. Positions expected to be filled include Assistant Principal, Culinary Aide, Financial Aide Advisor, and Nursing Aid Instructor.

**Substitute Rate** – 2009/2010 - \$100/day, No changes.

**Approve FMLA Policy (First Reading)– Policy and Administrative Guidelines** – We are asking approval for the updated FMLA policy and administrative guidelines to reflect the amended FMLA and revised FMLA regulations.

**Approve Job Descriptions (First Reading)** – Assoc. Executive Director, HR Coordinator, Instructional Coach, SuperTech Instructor, Director of Curriculum, Principal, and Assistant Principal.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the appointments, adjustments and additions, resignations, furlough, horizontal move, Permission to Hire, substitute rate, FMLA policy, and job descriptions as listed. (roll call vote)

## Program Curtailment and Furloughs

► Motion to approve the resolution to curtail the Graphics & Printing Technology Program and suspend Dan McCauley from employment effective August 1, 2009;

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Furlough as listed. (roll call vote)

► Motion to approve the resolution to eliminate the Machine Technology Program and suspend the least senior Instructional Coach, Susan Habig, from employment effective August 1, 2009.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Furlough as listed. (roll call vote)

► Motion to approve the resolution to eliminate the Brownstown Manufacturing Cluster Program and suspend Mark Weaver from employment effective August 1, 2009; and

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Furlough as listed. (roll call vote)

► Motion to approve the resolution to eliminate the Work-Based Learning Facilitator position and suspend the least senior Carpentry-certified instructor, Joseph Hudak, effective August 1, 2009.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Furlough as listed. (roll call vote)

**FINANCE COMMITTEE**

**Chair - Jenny Miller**

**Members – Tom O’Brien, Louisa Clark, and David Gibson**

**Administrators– Tom Bigler and Keith Stoltzfus**

**Bid Awards** - None at this time.

**Permission to Purchase – School Wire Description, and Raptor System**

- School Wires \$15,737.76
- Raptor Visitor Management Monitoring System \$5,276.25
- Dell – MJ Computer Lab \$21,839.80
- ▶ Dell – BT CAD Lab \$17,471.84

**Permission to Bid**

- ▶ Green Home #2 - Building Materials and Supplies

**Permission to Bid and Award Prior to August Meeting**

- Milk/Ice Cream/Juice/Tea - addresses
- Welding Gasses – addresses

**Equipment Grant Summary for 2008/09** –Mr. Stoltzfus will provide a summary of the PDE Equipment Grants. Some changes on the matching funds will be reviewed.

**Permission to Pay July 2009 Expenses Due to Absence of July JOC Meeting** - Mr. Bigler will request the board’s permission to pay expenses through August 2009.

**Approve Budget Transfers, Approve Permission to Make Additional Budget Transfers to Close 2008-2009**

– Mr. Bigler will ask permission to make budget transfers as indicated

**Appoint Workman’s Compensation Insurance Provider-2009-2010** - Recommendation will come from Finance Committee based on review of proposals received.

- Lancaster-Lebanon Public School Insurance Policy \$78,828
- PSBA/SBIC/Murray Risk Management and Insurance \$60,233

The committee recommends award to PSBA/SBIC/Murray Risk Management and Insurance.

**Approve School Lunch Prices** – Mr. Bigler will recommend next year’s school lunch price plan.

**Approve 2009/2010 Investment Plan**– Mr. Bigler will review and ask for approval of the CTC’s Investment Plan.

**Approve All Depositories and Activity Accounts, Foundation** – Mr. Bigler will provide a detailed listing of accounts for review.

**Financial Software** – Mr. Bigler will share the CSIU Software system information for the 2009/10 school year.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve items listed under the finance committee report above. (roll call vote)

**Updates:**

- **Health Insurance Reserve Account Report** – Mr. Bigler will share this standing report.
- **Hildebrandt Learning Center and LECTI Marketing Plan May 2009**
- **Waste Disposal – York Waste** - Mr. Bigler reminds the Committee that Waste Disposal Contracts were awarded for this service for 5 years beginning 7/1/06 and will continue with a 3% increase for 2009/10 as per agreement.

**BUILDING AND PROPERTY COMMITTEE**

**Chair – Steve Risk**

**Members – Tim Zimmerman, Charles Rohrer, and Dave Pusey**

**Administrator –Bridget Holden/Doug Lyons**

**Participation in Electricity Procurement Cooperative – LLIU13**

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the item above. (roll call vote)

▶ **Lions Club Agreement Extension** – We will be asking the committee to approve the agreement between The Lions Club and LCCTC for an additional three years to December 31, 2012.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the item above. (roll call vote)

**PLANNING AND DEVELOPMENT COMMITTEE**

**Chair – Deb Reimers**

**Members – Bob Mellinger, Scott Lefever, and Mike Rowen**

**Administrator – Beth Ann Haas/Peggy Dell**

**Approve Adult Education Tuition Rates – 2009/2010 – Post-Secondary, LPN, Truck Driving, Training Rates.** – In May a list was presented and reviewed. A formal vote will be taken on the list in June.

**Online Courses** – We are requesting approval to submit application to partner with ed2go online courses. There are over three hundred courses, which cost \$89 and our return per course is \$30 and give LCCTC protected territory. Students receive certificate of completion. Also provides internal professional development, marketing exposure, and Act 48 credit for teachers.

**Student Handbook and Disciplinary Changes** – Mr. Lyons will present the recommended changes to the handbook and the discipline process and ask for approval of the changes.

**Approve New LCCTC Logo** – Ms. Haas will update the committee on print materials to be developed this summer that will incorporate the new design.

- **To Be Acted On-**\_\_\_\_\_moves and\_\_\_\_\_seconds motion to approve the Adult Ed Tuition Rates for 2009/2010, Online Courses, Student Handbook Changes, and new logo as presented. (roll call vote)

**Updates:**

**Career Camps 2009** – Ms. Haas will present the many projects and activities middle school and career campers participated in at our 2009 career camps.

◀ **Branding Update**—Ms. Haas will update the committee on the branding project.

**LCCTC Program Study** – LCCTC was required to develop and submit in June a minimum of one program of study to PDE. The following programs were submitted:

- Early Childhood Education
- Dental Assistant

- **Field Trips – Informational**

DATE	LOCATION	PROGRAM
6/09/09	Hershey Park	Postsecondary - Electrical

**2009 FEDERAL SURPLUS FOR MAY**

QTY	Description	Gov't Cost	LCCTC Cost
1	Kitchen Items	250,000.00	750.00

Consists of 30 different items, refrigerators, freezer, sinks, cabinets, work tables, steamer, pass thru warmer, dishwasher, refrigerator, stove, deep fryer, ice machine, large fryer,

**DONATIONS**

None

**Tax Credits Received**

**EITC** - Nothing to report this month  
**Pre-K** - Nothing to report this month.

**MEET AND DISCUSS COMMITTEE** – No meeting this month.

**DIRECTOR’S REPORT**

**Announcements** – Any announcements or handouts that would be of interest to the JOC will be identified here.

**Public Relations/Handouts** – Mr. Bigler will give a public relations report at this time. This is a standing monthly report. Information here will be useful when making reports to the home school boards.

**Local, State, and Federal Projects** – Standing monthly report will be reviewed by Ms. Dell.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Local, State and Federal Projects Report as presented. (roll call vote)

**Post Secondary Education Projects** – Standing monthly report will be reviewed by Mr. Warren. Requesting approval for Project 42.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Post-Secondary Education Project 42 listed on the report as presented. (roll call vote)

**Foundation Report** – Mr. Bigler will report on this month’s Foundation updates.

**Approve Director’s Report** –

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to approve the Director’s Report (voice vote)

**OLD BUSINESS** – None at this time.

**NEW BUSINESS** – None at this time.

**OPEN JOC DISCUSSION** – Mr. O’Brien will open the floor for JOC member comments.

**ADJOURN** – Mr. O’Brien will call for adjournment.

- **To Be Acted On** - \_\_\_\_\_ moves and \_\_\_\_\_ seconds the motion to adjourn the meeting. (voice vote)

**NEXT MEETING – AUGUST 27, 2009 at 6:45pm – WILLOW STREET**  
**Have a great summer!**