

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday January 23, 2025
Brownstown Campus

Policy Committee	4:30 PM
Personnel Committee	6:15 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 1/22/2025 @ 2:00 PM
Interview Committee	6:00 PM
Executive Session	Following the Regular JOC meeting for Personnel

Students of the Month-November

Brownstown

- ★ Aztogtokh Erdenegonchig, a student from Manheim Township School District in our Electrical Construction program.
- ★ Leah Stoltzfus, a student from Pequea Valley School District in our Digital Design and Print Media program.

Mount Joy

- ★ Adoree Gardner, a student from Donegal School District in our Introduction to Health Careers program
- ★ Hannah Carter, a student from Elizabethtown School District in our Advanced Health Careers program.

Willow Street

- ★ Irelyn Boos, a student from Solanco School District in our Diesel Equipment Technology program.
- ★ Madison Stoll, a student from Penn Manor School District in our Veterinary Assistant program.

Students of the Month-December

Brownstown

- ★ Piper Henrichsen, a student from Manheim Township School District in our Commercial Arts program.
- ★ Caleb Roberts, a student from Lancaster Christian School District in our Media & Web Design program.

Mount Joy

- ★ Rachel Gullaksen, a student from Hempfield School District in our Advanced Health Careers program.
- ★ Eh Wah Wah Htoo, a student from Hempfield School District in our Introduction to Manufacturing program.

Willow Street

- ★ Kendall Hohenwarter, a student from Penn Manor School District in our Animal Production Science and Technology program.
- ★ Briana Garcia, a student from Penn Manor School District in our Nursing Assistant program.

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENT OF EXECUTIVE SESSION

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

PUBLIC PARTICIPATION* – The Chair will ask the audience if anyone wishes to formally comment.

SUPERINTENDENT’S REPORT – The Superintendent of Record will provide his report.

[A PAC meeting](#) was held January 7, 2025

Approval to have Chris Straub as the JOC GAC representative

DIRECTOR’S REPORT- [Minutes of the December 9, 2024 Board Meeting](#), [Authority Minutes](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#), and [Policy Committee Minutes](#).

Local, State, and Federal Projects December – Mr. Moeller will provide the committee with any updates. All changes from the previous meeting are reflected in red.

Potential GAC (LAC) Member

- [Chris Riportella](#)

Secondary update- Justin Bruhn

Post-Secondary update- Kami Dugan

MOU for Schrack Tuition Reimbursement

SkillsUSA District Winners- First place winners go on to compete in the State Conference.

Additional SkillsUSA Contest Dates

- State Conference 4/2- 4/4 Hershey, PA
- National Conference 6/21- 6/28 Atlanta, GA

Approve Director’s Report – Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – Mara Creswell McGrann

Members – Deb Sturgis, Phil Hurst, Grant Keener, Dr. Terrance Henderson

Administrators – Jodi Schuler, Jeremy King

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
Kami Dugan	Director of Practical Nursing	10/07/2019	01/31/2025	Health Science

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Andrea Johnson	Part-Time Dining Room Aide	\$14.46 per hour, no benefits, non-exempt	01/24/2025	Mount Joy
Nancy Matsvayi	Part-Time PN Instructor (to be utilized as a sub)	\$45.87 per hour, no benefits, non-exempt	01/27/2025	Health Science

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Theresa Bridwell	Part-Time Enhanced Benefits Practical Nursing Instructor	Transferring from Part-Time Practical Nursing Instructor (to be utilized as a sub) to Part-Time Enhanced Benefits Practical Nursing Instructor, \$51.34 per hour, non-exempt, enhanced benefits eligible	01/27/2025	Health Science
Tom Brown	Full-Time Adult Ed Auto Tech Instructor	Transferring from Part-Time Adult Ed Auto Tech Instructor to Full-Time Adult Ed Auto Tech Instructor, no change in hourly rate, non-exempt, benefits eligible	01/13/2025	Willow Street
Lauren Mascianica	Interim Director of Practical Nursing	Transferring from Part-Time PN Instructor to Interim Director of PN, \$106,762 (to be prorated based on the number of days in the position), exempt, benefits eligible	01/27/2025	Health Science
Rick Moore	Diesel Mechanic Instructor	Transferring from Intro to Transportation Instructor at BT to Diesel Mechanic Instructor at WS, exempt, no change in salary or benefits	01/21/2025	Willow Street
Brian Singer	Intro to Transportation Instructor Long-Term Substitute	Transferring from Full-Time Adult Ed Auto Tech Director/Instructor to Intro to Transportation Instructor, Column A, Step 4, exempt, benefits eligible	01/20/2025	Brownstown

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

BUILDING AND PROPERTY COMMITTEE

Chair –

Members – Justin Wimer, Sandra Duncan, Menno Riggelman

Administrators – Tim Klein, David Smith, Kami Dugan, Dr. Julie Frey, Justin Bruhn

Informational Items

Brownstown Updates

- MJ Construction Students to work on two small roof projects

Mount Joy Updates

- Skylights to replace and add safety cage (Weather)
- Terrazzo floor repair (Date)
- Power Outage 1/7/25
- Welding Room Contactor Replacement 1/13/25
- Room 338 Purchase Orders for Painting / Floors to Finance

Willow Street Updates

- Terrazzo floor repair
- Vet Tech ventilation for Operating Room Completed 1/10/25
- WTI Spring roof project sections 3, 5, 7. Will need additional funds with the Public-School Facility Improvement Grant
- Rooms 500, 502 Purchase Orders for Painting / Floors to Finance
- Installed Radio Repeater
- Spouting Installation needed to complete permit for loading dock

Health Science Updates

- Elevator 3-year Hydraulic Inspection (3rd Party Verified)

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl

Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel

Action Items

- Overnight Field Trip
 - Willow Street FFA to attend the PA FFA State Convention held at Penn State University - June 10-12, 2025
 - Brownstown SkillsUSA Officer Training - Altoona CTC - January 30th - 31st
- [Welding Pilot- 3 Year Pilot](#)
- [2025-2026 School Calendar](#)
- Student Handbook Update

Approve Planning and Development Committee Report – Vote

Informational Items

- [Review Work-Based Learning Handbook for February Approval](#)
- [Review Follow-up and Placement Plan for February Approval](#)
- La Academia- would like to partner and develop MOU
- [Application Status Secondary 2024-25](#)
- [Enrollment Status Post-Secondary 2024-25](#)

Field Trips

Date(s)	Place	Program/Campus
1/3/25	Pa Farm Show, Harrisburg	Photo & Dig Design - BT
1/16/25	Smuckers Meats & Nissley Brothers Farm, MJ	APST - WS
1/24/25	SWF Industries, Wrightsville	Metal Fab & Prec Mach - MJ
1/24/25	PA Farm Show - HATA, Harrisburg	Intro Automotive - WS
1/28/25	Farm & Home Center, Lancaster	APST - WS
2/7/25	Shady Maple, East Earl	APST - WS
2/19/25	Kopec Vet. , Marietta	APST - WS
2/25/25	Green Meadow Farms, Leola	APST - WS
3/19/25	Masonic Village, Elizabethtown	Culinary - MJ
4/8/25	Lebanon Expo, Lebanon	APST - WS (Date Change)

FINANCE COMMITTEE

Chair – Emily Zimmerman

Members – Chip Gearhart, Andrew Welk

Administrators – Jeremy Wiker, Justin Bruhn, Rachel Hetzel

Financial Reports

- Treasurer's Reports:
 - [General Fund - December](#)
 - [Cafeteria Fund - December](#)
 - [Capital Reserve 2001 - December](#)
 - Permission to add MJ Metal Fabrication - Summer Project - \$138469.00
 - [Capital Reserve 2018 - December](#)
 - [Production & Activity Accounts December](#)
 - [Production & Activity Accounts December - Fulton Bank](#)
 - Bill Payment: [Listing](#), [Summary](#)
- [Internal Service Fund Report - Health December](#)
- [Internal Service Fund Report - Unemployment December](#)
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Permission to Purchase/Bid/RFP, Award Bids/RFPs

- [Permission to Purchase](#)
 - CertaPro Paint - MJ, WS 501, and WS 502
 - Lancaster Lebanon IU13
 - Durex Coverings - MJ, WS 200, and WS 502
 - Linde Gas & Equipment - MJ Metal Fabrication
 - [CDL Automatic Truck](#)

Seeking Approval

- [Transportation Contracts for the 2024-25 School Year](#)
- [Stipend for Superintendent of Record](#)

Approve Finance Committee Report – Vote

Informational Items

- 2025-26 Budget Update - [District Voting](#)
- [2025-26 Adult Education Tuition Rates](#)
- 2023-24 AFR and Audit Update

POLICY COMMITTEE

Chair- Grant Keener

Members – Chris Straub, Brian Conroy, Desiree Wagner

Administrators – Dr. Peart, Mike Katch

Action Items

Policies for 1st Read

- [222](#) Tobacco and Vaping Products
- [227](#) Controlled Substance/Paraphernalia
- [249](#) Bullying/Cyberbullying
- [302](#) Employment of Administrative Director/Assistant Director
- [312](#) Evaluation of Administrative Director
- [323](#) Tobacco and Vaping Products - Employees
- [707](#) Use of Center and Facilities
- [810.1](#) School Bus Drivers and School Commercial Motor Vehicle Drivers

Policies for 2nd Read and Approval

- [103](#) Discrimination/Title IX Sexual Harassment Affecting Students
- [104](#) Discrimination/ Title IX SexualHarassment Affecting Staff
- [351](#) Controlled Substances Abuse - Employees

Approve Policy Committee Report – Vote

OLD BUSINESS

NEW BUSINESS

Committees and Committee Members

Personnel

Chair- Mara Creswell McGrann

Members - Deb Sturgis, Phil Hurst

Administrators - Jodi Schuler, Jeremy King

Building & Property

Chair - Sandra Duncan

Members - Grant Keener, Menno Riggelman, Jason Breckbill

Administrators - Tim Klein, David Smith, Kami Dugan, Dr. Julie Frey, Justin Bruhn

Planning & Development

Chair - Chris Straub

Members - Brian Conroy, Steve Riehl, Desiree Wagner

Administrators - Mike Moeller, Karin Shipman, Rachel Hetzel

Finance

Chair - Emily Zimmerman

Members - Chip Gearhart, Andrew Welk, Terrance Henderson

Administrators - Jeremy Wiker, Rachel Hetzel

Policy

Chair - Grant Keener

Members - Chris Straub, Brian Conroy

Administrators - Dr. Peart , Mike Katch (interim)

OPEN JOC DISCUSSION – The Chair will open the floor for JOC member comments.

ADJOURN

The next JOC meeting will be held on February 27, 2025 at the Mount Joy 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.