

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday February 27, 2025
Mount Joy 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 – 2/26/2025 @ 2:00 PM
Interview Committee	6:15 PM
Executive Session	6:30 PM Prior to meeting for Personnel matters

Students of the Month

Brownstown

- ★ Hailey Eller, a student from the Warwick School District in our Painting program.
- ★ Collin Goshert, a student from the Warwick School District in our Heavy Equipment Operations program.

Mount Joy

- ★ Jesse Van Schoick, a student from the Penn Manor School District in our Carpentry Technology program.
- ★ Thomas Feguer, a student from the Elizabethtown School District in our Culinary Arts program.

Willow Street

- ★ Grace Caldwell, a student from the Elizabethtown School District in our Medical Assistant program.
- ★ Ashlyn Shuman, a student from the Solanco School District in our Animal Production Science Technology 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.

DIRECTOR’S REPORT- [Minutes of the January 23, 2025 Board Meeting](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#) and [Policy Committee Minutes](#).

A [GAC \(LAC\) meeting was held February 4, 2025](#)- Mr Moeller

New GAC (LAC) Member

- [Ashley Glensor](#)

[Local, State, and Federal Projects January](#) – Mr. Moeller will provide the committee with any updates. All changes from the previous meeting are reflected in red.

Appointment of David Smith as ACT44 School Safety and Securities Coordinator

Secondary update- Dr. Julie Frey

- [Khaira Omari poster](#)
 - Khaira Omari, from the Penn Manor school district in our Intro to Visual Communications program at the Willow Street is Campus is a Finalist for her poster design for the 2025 PSA Contest by @preventsuicidepa!

FFA Car & Truck Show Results

- [2025 Car & Truck Show Results](#)
- [2025 Car & Truck Show Sponsors-Donations](#)

CTC Mascot

Mr. Redcay has shared the results of the voting for various suggested mascots. Based on student input, “Hawks” was selected as the LCCTC nickname. In the spirit of being unified and all-inclusive for LCCTC, they’ve opened up the CTC Hawks logo design to all CTC students.

Post-Secondary update- David Smith

Approve Director’s Report – Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – Mara Creswell McGrann

Members – Deb Sturgis, Phil Hurst

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
Ewan (Mark) Dennis	FT 2nd Shift Custodian	08/14/2023	02/14/2025	BT
Bryan Duquin Jr.	Protective Services Long Term Substitute	09/30/2024	03/20/2025	MJ
Bryan Cubilete Rodriguez	Part-Time Second Shift Custodian	09/30/2024	02/24/2025	WS
Heather Long	Part-Time Practical Nursing Substitute	10/28/2024	02/24/2025	Health Science

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Lauren Mascianica	Director of Practical Nursing	\$117,209.97 annual salary, benefits eligible, exempt, 260 days	02/28/2025	Health Science
Keri Kury	Part-Time Practical Nursing Instructor to be utilized as a Substitute	\$45.87 per hour, no benefits, non-exempt	03/3/2025	Health Science

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Christine Barben	Part-Time Daytime Enhanced-Benefits PN Instructor	Transferring to Part-Time PN Instructor no benefits, to be utilized as a Substitute	02/10/2025	Health Science
Katelin Danilyuk	Part-Time Practical Nursing Instructor to be utilized as a Substitute	Transferring from Part-Time PN Instructor to Part-Time PN Instructor to be utilized as a Substitute \$45.87 per hour, non-exempt, no benefits	03/12/2025	Health Science

Action Items

- Michael Katch, extension of the appointment as Interim Administrative Director through May 1, 2025
- Stipend of \$275 per pay period beginning with the 2/7/25 pay date and ending with the 5/2/25 pay date for Rachel Hetzel, Michael Moeller and David Smith for additional duties during transition period
- Rescind job acceptance: Nancy Matsvayi, Part-time PN Instructor (to be utilized as a sub), original start date to be 1/27/25
- Stipend for Raymond McDonald - \$75 per week from 1/27 - 5/2/25 for additional duties, assignments and responsibilities while Ms. Hetzel is assisting in the executive office
- FMLA: #2234, Brownstown, 12/2/24 - 2/28/25 (extended from end date of 2/26/25)

Approve Personnel Committee Report – Vote

Informational Items

- Job Description Update: [Instructional Coach](#)

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Grant Keener, Jason Breckbill, Menno Riggelman

Administrators – Tim Klein, David Smith, Dr. Julie Frey, Justin Bruhn, Jeremy Wiker

Informational Items**Brownstown Updates**

- MJ Construction Students to work on two roof projects is on going
- Kitchen equipment gas pressure investigations
- Demand response participation checking with IU13

Mount Joy Updates

- Skylights to replace and add safety cage (Completed)
- Terrazzo floor repair (Date)
- Room 338 Equipment Upgrades and Purchase Orders

Willow Street Updates

- Terrazzo floor repair (Date)
- WTI Spring roof project sections 3, 5, 7. Will need additional funds with the Public-School Facility Improvement Grant purchase order to be approved in Finance
- Rooms 500, 502 Cabinets and demo schedule
- Spouting Installation needed to complete permit for loading dock

Health Science Updates

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

- **Facilities Use**
 - Rabies Clinic - WS

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl, Desiree Wagner

Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel

Action Items

- [Work-Based Learning Handbook](#)
- [Institutional Placement and Follow-up Services Plan](#)
- Out of State Field Trip
 - Washington DC on May 5, 2025 - Intro to Visual = BT & WS

Approve Planning and Development Committee Report – Vote

Informational Items

- Discussion item- [MOU for La Academia Partnership Charter School - Pending JOC and Solicitor Review](#)
- Progress Reports
- [Application Status Secondary 2024-25](#)
- [Enrollment Status Post-Secondary 2024-25](#)
- Affiliation Agreements
 - [Wonder Kids Medical Daycare - PN Program](#)
 - [Lancaster Orthopedic Group](#)
 - [SACA](#)
 - [US Digestive Health](#)

Field Trips

Date(s)	Place	Program/Campus
2/12/25	Millport Conservancy, Leola	Carpentry - MJ
2/26/25	Solanco FairGrounds - Pows Feed Dairy Expo, Quarryville	APST - WS
2/27/25	Stauffer Residence, Ephrata	APST - WS
3/5/25	Dauphin County CTC, Harrisburg	SkillsUSA - MJ
3/7/25	Strasburg Railroad, Strasburg	Precision. Mach - MJ
3/11/25	Farm & Home Center, Lancaster	APST - WS
3/13/25	Greystone Manor, Lancaster	APST - WS
3/18/25	Lebanon Valley Expo Center, Lebanon	APST - WS
4/10/25	Philadelphia Art Museum, Philadelphia	Photography - BT
4/25/25	Franklin Institute, Philadelphia	Intro Health (All Campuses)
5/1/25	HACC, Harrisburg	Intro Health (All Campuses)

FINANCE COMMITTEE

Chair – Emily Zimmerman

Members – Chip Gearhart, Andrew Welk, Dr. Terrance Henderson

Administrators – Jeremy Wiker, Justin Bruhn, Rachel Hetzel

Financial Reports

- Treasurer's Reports:
 - [General Fund - January](#)
 - [Cafeteria Fund - January](#)
 - [Capital Reserve 2001 - January](#)
 - [Capital Reserve 2018 - January](#)
 - [Production & Activity Accounts - January](#)
 - Bill Payment: [Summary](#), [GF Listing](#), [RC Listing](#)
- [Internal Service Fund Report - Health - January](#)
- [Internal Service Fund Report - Unemployment - January](#)

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

- Permission to Purchase
 - [Roof Restoration - Weatherproofing Tech - WS](#)
 - [Annual Tremcare maintenance](#)
- Permission to Bid:
 - Stormwater for MJ House Project Lots 14,1, and 2 - DC Gohn is writing up the bid language
 - Plasma HVAC Cutting Table, 5' x 8'
 - Hydraulic Brake Press, 6'
 - Sheer with ¼ inch capacity, 8'

Seeking Approval

- [2025-26 Budget Approval - District Voting](#)
- [2025-26 Salary Schedules Updated](#)
- [Resolution granting Jeremy Wiker e-Signature authority](#)
- [GASB 75](#)
- [Items to be disposed of through Auction](#)

Informational Items

- [2025-26 Tuition and Fees](#) - PN and Auto Tech updated for new curriculum structure
- [2025-26 Adult Ed Budget](#)
- [Identisys quote](#)

POLICY COMMITTEE

Chair- Grant Keener

Members – Chris Straub, Brian Conroy

Administrators – Dr. Peart , Mike Moeller, Mr. Katch (interim)

Action Items

Policies for 1st Read

- [218.1](#) Weapons
- [218.2](#) Terroristic Threats
- [801](#) Public Records
- [803](#) School Calendar
- [805](#) Emergency Preparedness and Response
- [805.1](#) Relations with Law Enforcement Agencies
- [810.3](#) School Vehicle Drivers

- [819](#) Suicide Awareness, Prevention and Response

Policies for 2nd Read and Approval

- [218](#) Student Discipline
- [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
- [806](#) Child Abuse
- [810.1](#) School Bus Drivers and School Commercial Motor Vehicle Drivers
- [904](#) Public Attendance at Center Events

Approve Policy Committee Report – Vote

OLD BUSINESS

NEW BUSINESS

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

ADJOURN

The next JOC meeting will be held on March 27, 2025 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.