

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

Attendees: Andrew Welk, Brian Conroy, Charles Gearhart, Christopher Straub, Debra Sturgis, Emily Zimmerman, Grant Keener, Jason Breckbill, Justin Wimer, Mara Creswell McGrann, Menno Riggelman, Pam Blickle(alternate), Sandra Duncan, Steve Riehl

Absent: Desiree Wagner, Phil Hurst, Dr. Terrance Henderson

Also Present: - Dr. Kevin Peart-Superintendent of Record, Mike Katch - Administrative Director (interim), Jeremy Wiker - CFO, Jodi Schuler- HR Manager, Baiesha Dudley- Recording Secretary, Mike Moeller, Karin Shipman, Kami Dugan, Dave Smith, Tim Klein, Jeremy King, Dr. Julie Frey, Justin Bruhn, Rachel Hetzel, Mike Arnt, Carl Warden, Holly Maisano, Jessica Drager

Mr. Wimer called the meeting to order at 7:30 pm.

**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** Mr. Wimer announced that the JOC held an executive session before tonight's meeting for personnel matters.

**APPROVAL OF AGENDA** – Mr. Wimer asked for a motion to approve the agenda

Mr. Welk motioned and Mr. Gearhart seconded the motion to approve the agenda. All members present voted in favor.

**PUBLIC PARTICIPATION\*** – Mr. Wimer asked the audience if anyone wished to formally comment. There was no public participation.

**SUPERINTENDENT'S REPORT** – Dr. Peart provided the Superintendent's report.

- A PAC meeting was held January 7, 2025

At the PAC meeting the secondary enrollment attachment was shared as well as the SkillsUSA Winners.

A proposed process of the 5 districts being willing to provide transportation that will allow the students to enroll into the Visual Communications program.

The discussion of turning the Welding 3-year program into a 1 year full day program.

The next PAC meeting will be on March 4th 2025 at the Mount Joy Campus.

- Approval to have Chris Straub as the JOC GAC representative.

Mr. Wimer asked for a motion to approve Chris Straub as the JOC GAC (LAC) representative.

Mr. Keener motioned and Mrs. Sturgis seconded to approve Chris Straub as the JOC GAC(LAC) representative.

**DIRECTOR'S REPORT-** Mr. Katch provided the Director's Report. He shared the following committee meeting minutes.

Minutes of the December 9, 2024 Board Meeting, Authority Committee Minutes, Personnel Committee Minutes, Building and Property Committee Minutes, Planning and Development Committee Minutes, Finance Committee Minutes and Policy Committee Minutes.

Mrs. McGrann wanted to make an adjustment to the minutes from last month's JOC. She left before the regular JOC meeting and she needs to be removed from the minutes on the attendance section.

**Local, State, and Federal Projects December–** Mr. Moeller provided the committee with updates.

Mr. Moeller shared that we received two grants since the last JOC meeting. The grants were The School Safety Grant for \$70,000 and the Competitive Equipment Grant for \$80,000.

### **Potential GAC (LAC) Member**

- Chris Riportella

Chris is a native of Lancaster County and he works for Conestoga Wood Specialties.

### **Secondary Update- Justin Bruhn**

#### **General**

- During the week of December 9th, our students participated in NOCTI Pre-tests.
- On December 12th, our faculty and staff treated our students to a delightful holiday dinner; there were other various campus holiday spirit events, fundraisers, and cheer.
- 10<sup>th</sup> grade tours - December 4, 5, 6 we welcomed several hundred 10<sup>th</sup> graders from the districts for CTC tours.

- SkillsUSA – See list of place-winners in meeting agenda link; an absolutely fantastic showing from LCCTC students and we look forward to the state competition in April in Hershey.
  - SkillsUSA is excited to host its annual Movie Night at Penn Cinema on January 28th."

We are excited to take students to Capitol Hill for CTE Advocacy Day on Feb 8<sup>th</sup> to meet with state legislators and speak to the importance of CTE.

### **Brownstown**

- Electrical Construction Technology – A representative from the IBEW spoke to students about their apprenticeship program; Electricians in the IBEW have a compensation plan in excess of \$109K after five years.
  - Electrical students are also able to enter the ABC apprenticeship program as year 2 apprentices based on their successful completion of the CTC program.
  - Thank you to Leviton and RMS for the donation of modern Electrical Panels with SmartPanel Technology and lockout/tagout devices (value \$10K)
- Intro to Transportation – Thank you to the teacher flexibility of Mr. Moore and Mr. Singer to ensure program continuity and progress for students in working through the Diesel Technology vacancy. Mr. Moore will move from BT to WS for Diesel Technology and Mr. Singer will move from Adult Education to BT – Intro to Transportation during this time.

### **Mount Joy**

- The NTHS-MJ Chapter held two December community service donation drives, including *Operation Mount Joy Warmth*, in which MJ staff and students purchased new winter hats, gloves, mittens, and scarves as a donation to Community Aid and the Water Street Rescue Mission. The second donation drive - *Thank You For Being A Friend to Animals*, the MJ programs donated dog and cat food and accessories to The Pet Pantry in Millersville following the lead and inspiration of the Betty White Challenge. Over 100 items were donated to help support both of these community service organizations.

### **Willow Street**

- Intro to Construction is working on a Community project to build 14 Baseball and Softball equipment boxes. Materials have been donated from local businesses in the community. This is an awesome community project that we are really excited about.
- The Patient Care Technician program has made Hearts to conclude their Cardiovascular unit. To do so, they made 3-D hearts representing the flow of blood. A sample was displayed at the JOC meeting.

### **Post Secondary Update- Kami Dugan**

Practical Nursing:

Cohort 51 (evening, part time, starting 4/1) has 19 students enrolled.

Cohort 171 (day, full time, starting 5/5) has 16 students enrolled.

Out of 27 students that graduated December 23th, 17 of 27 have taken and passed their state boards

We are seeing our lowest attrition rates in a long time, with 41 students in our current Level 3, 44 in Level 2, and 52 in Level 1

On the personnel report it shows Ms. Dugan's last day as January 31<sup>st</sup>. She will be spending next week trying to bring the Interim Director up to speed as much as possible to ensure a smooth transition. Ms. Dugan thanked the JOC Board for the opportunities they have afforded her, both as a student and as a faculty member and then administrator.

CDL:

PennDOT visited and completed their audit. It went smoothly and we can test for the next 5 years.

### **MOU for Schrack Tuition Reimbursement**

This MOU was shared.

**SkillsUSA District Winners-** First place winners go on to compete in the State Conference. The report was attached for viewing

### **Additional SkillsUSA Contest Dates**

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

Mr. Arnt thanked Mr. Katch for the great relationship they have built while working on things together. He said that Mr. Katch has had quite a lot to deal with and is doing great.

Mr. Arnt also thanked the JOC. He said that before he became the president of the union and started regularly attending the JOC meetings, he had always thought the JOC members only cared about their home schools. He said the JOC has shown him that this is not the case and that they do care about the CTC.

Mr. Arnt said he feels it is his duty to the teachers that their voices are heard. He had been receiving information from the different building representatives about the rumblings of teachers voicing their questions and concerns about the director's search. Teachers are wondering why it is taking so long to hire a new Administrative Director. Teachers are venting their frustration about the lack of information being given to them as to what is happening with the search. There were multiple teachers questioning why Mike Moeller did not get hired for the position.

Mr. Arnt said that he then had his building representatives speak with the teachers at their campuses to get feedback to see if this is what the thoughts of the teachers are. All the feedback that was received was in the positive and nothing to the contrary. Mr. Arnt said if anyone wanted to know his own opinion on everything, he will tell them right then and there. No one questioned him, so he never stated his own opinion on everything.

Mr. Arnt then followed up by saying that it is very important that the JOC understands, and that he wants to make very clear that this is not the union backing Mr. Moeller. This was about relaying the information about the rumblings and feedback he has been receiving from teachers. He then added, if the JOC would like, he would be more than willing to get a vote from the teachers and share the results with them if they thought it would help them out.

Mr. Arnt then concluded by thanking the JOC for their time.

Mrs. Zimmerman motioned and Mr. Welk seconded to approve the Director's Report. All members present voted in favor.

## **COMMITTEE REPORTS**

### **PERSONNEL COMMITTEE**

**Chair – Mara Creswell McGrann**

**Members – Debbie 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.

Mrs. McGrann provided the Personnel Committee report.

**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 - 1/22/25
  - #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

Mr. Straub motioned and Mrs. Sturgis seconded to approve the Personnel Committee Report. All members present voted in favor.

#### **Informational Items**

- Job Description Update: Instructional Coach
- Updated end date for Rick Moore, mentor Collin Ames, effective 1/20/25

#### **BUILDING AND PROPERTY COMMITTEE**

**Chair –**

**Members – Justin Wimer, Sandra Duncan, Menno Riggleman**

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

Mr. Klein provided the Building & Property Committee report.

#### **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 (3<sup>rd</sup> Party Verified)

#### **PLANNING AND DEVELOPMENT COMMITTEE**

**Chair – Chris Straub**

**Members – Brian Conroy, Steve Riehl**

**Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel**

Mr. Riehl provided the Planning & Development Committee report.

#### **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

There were two calendars in the link and the Recommendation from the board was to keep the first calendar.

- Student Handbook Update

Mr. Moeller said that the student handbook was adjusted to align with the policy that states Student Code of conduct.

Mrs. McGrann motioned and Mr. Riehl seconded approving the Planning and Development Committee Report. All members present voted in favor.

### **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

Mr. Moeller asked if we pursue an MOU with them? If we went with limited enrollment that would allow programs with open seats to be offered to charter schools. Mr. Welk wants the homeschooled students to get the same benefits that the sending schools do. So they should get first choice over the charter schools. Mr. Rhiel suggested that if we did have an MOU with them that it would be a yearly thing. Mr. Keener asked if they would come behind the homeschooled students and Mrs. Shipman said that determination would be up to the board. Dr. Peart then suggested that we only open it up to the one charter school and do it yearly. Mr. Wimer shared that he thinks that it would be wise to look into it. If it is going to help the students we could look into it but we need to prioritize the sending school districts first. Mr. Moeller said that he will reach out to other CTC's and see how they handle this. He will bring back the information to the board at the next meeting.

- Application Status Secondary 2024-25
- Enrollment Status Post-Secondary 2024-25

### **Field Trips**

<b>Date(s)</b>	<b>Place</b>	<b>Program/Campus</b>
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**

Mrs. Zimmerman provided the Finance Committee report.

## **Financial Reports**

- Treasurer's Reports:
  - General Fund - December
  - Cafeteria Fund - December
  - Capital Reserve 2001 - December
    - Permission to add MJ Metal Fabrication - Summer Project - \$13,8469.00
  - 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

## **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 2024-25 School Year
- Stipend for Superintendent of Record

Mr Riehl motioned and Mrs. Duncan seconded to approve the Finance Committee Report. All members present voted in favor.

## **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**

Mr. Keener provided the policy committee report.

## **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 Sexual Harassment Affecting Staff
- 351 Controlled Substances Abuse - Employees

Mr. Riehl motioned and Mr. Straub seconded approving the Policy Committee Report. All members present voted in favor.

### **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, Dr. Terrance Henderson

Administrators - Jeremy Wiker, Rachel Hetzel

##### **Policy**

Chair - Grant Keener

Members - Chris Straub, Brian Conroy

Administrators - Dr. Peart , Mike Katch (interim)

Mr. Wimer shared with the members that he wanted to give the students of the month a different look going forward. He then asked Mr. King to share some of the ideas that were discussed.

Mr. King shared a handout and he said that we wanted to look at three things

- Parents having to stand up
- Parents not having to wait for executive session to be over
- Parents time and effort being made a priority

Mr. King shared that the dinners are now being made according to the students curriculum level to be able to allow them to participate and help the chefs with the meals. Some meals were soup and salad. He then asked the board if they even still wanted to have dinner or if they wanted to invite the parents to dinner or could there be a Dessert Bar set up for the parents to enjoy. He also said that having the parents in the cafeteria worked well.

Mr. Keener likes the idea of a dessert bar for the parents and he would like to keep the dinner. He said the dinner allows the board members to talk to each other before the meeting. Mrs. Zimmerman agreed that we should keep the dinner and add the dessert bar for the families. Mr. Wimer then asked if the JOC was ok with a restructuring of the agenda. The board was in agreement of the restructuring of the JOC agenda. Mr. Wimer also suggested that we have the teachers of the students of the month come along as a final addition to the suggestion.

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

Mr. Wimer would like the ability to have tours of the Campuses happening in the spring. Mrs. Zimmerman agreed that it would be a great idea for the members to see the programs at the campuses.

**ADJOURN**

Mr. Wimer called for an adjournment at 8:40 P.M. of the JOC Meeting.

Mr. Keener motioned and Mr. Riehl seconded the motion to adjourn. All members present voted in favor.

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

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Christopher Straub, Secretary

1/23/2025