

**Joint Operating Committee Agenda**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**Thursday March 27, 2025**  
**Willow Street Campus**

Authority Committee	4:30 PM
Personnel Committee	6:15 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 3/26/2025 @ 2:00 PM
Interview Committee	6:30 PM

**Students of the Month**

**Brownstown**

- ★ Mia Cutipa, a student from the Conestoga Valley School District in our Intro to Culinary program.
- ★ Shawn Hollen, a student from the Manheim Central School District in our Cabinet Making program.

**Mount Joy**

- ★ Mackenzie Kuhn, a student from the Columbia School District in our Introduction to Health Careers PM program.
- ★ Jayven Keys, a student from the Lampeter-Strasburg School District in our Welding Technology program.

**Willow Street**

- ★ Katherine Arsenault, a student from the Lampeter-Strasburg School District in our Nursing Assistant/Home Health Aide program
- ★ Dovev Yudof, a student from the Conestoga Valley School District in our Patient Care Technician program.

**WELCOME**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**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 on March 4, 2025

**DIRECTOR’S REPORT-** [Minutes of the February 27, 2025 Board Meeting](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#) and [Policy Committee Minutes](#).

[Madison Fischer](#), a student in Willow Street’s Medical Assistant program, won a second-place Life/Work Challenge Award, presented by the Pennsylvania Association of Career and Technical Education Special Populations (PACTESP). The award recognizes students who have overcome barriers in realizing their potential in everyday life or employment. Madison was nominated because she has been dealt a difficult hand early in life but she continues to find success.

Despite early life losses and health struggles, Madison has found a way to put herself first. She aims to become a Registered Nurse in a mental health facility to remind others that they are not alone.

The CTC's Materials Handling and Logistics (MHL) program is a collaboration between IU-13 and the LCCTC. Several IU-13 representatives — including Heather Van Aulen, supervisor of special education; Sara Barnick, special education teacher; and Patrice Reed, special education consultant — and Carl Warden, the CTC's MHL program instructor, presented at the PACTESP Conference in mid-March. The group explained how the program's structured model bridges the CTE gap for students with a history of academic, attendance, or social-emotional challenges in their IEPs. The class, co-taught by a special education teacher and a CTC instructor, is designed to provide targeted support to students interested in career and technical education (CTE) that may struggle in a traditional CTC setting. Ultimately, they emphasized that the partnership provides students with higher support needs with the skills necessary for successful employment, post-graduation.

Heather spoke highly of Carl's role at the conference: "To prepare for the conference, our team sat down together to plan and discuss what was most important to share with other CTE's across the state. Carl provided excellent input. He added information to slides and made sure that we focused on the most impactful areas. I know that Carl was a bit nervous, but he did an outstanding job sharing about the great work happening in his and Sara's classroom each day. During the presentation, it was evident that Carl's knowledge of the industry and passion for the program is top notch. Simply put, MHL would not be successful without Carl's heart for supporting these kids in learning the skills they need to be employable, and the audience undoubtedly picked up on that right away."

The MHL program's newest promotional video, produced by IU-13, is attached.

- [Materials Handling & Logistics Program - YouTube](#)

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

#### **Secondary update - Jeremy King**

- [Live Work Skills - All PICS](#)

#### **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
Joanna Carballo	Payroll/Accounting	08/26/2024	05/23/2025	Willow Street
Sladana Jonjic	Full-Time 2nd Shift Custodian	07/17/2006	06/06/2025 (Retirement)	Willow Street

**Appointments:**

Employee	Position Title	Employment Info	Start Date	Location
Amanda Canelo	Part-Time PN Instructor (to be utilized as a sub)	\$45.87 per hour, no benefits, non-exempt	03/31/2025	Health Science
Carol Rice	Part-Time PN Instructor (to be utilized as a sub)	\$45.87 per hour, no benefits, non-exempt	04/07/2025	Health Science

**Transfers:**

Employee	Position Title	Employment Info	Start Date	Location
Tom Brown	Full-Time Adult Ed Auto Tech Instructor	Transferring from Full-Time Adult Ed Auto Tech Instructor to Part-Time Adult Ed Auto Tech Instructor effective at the conclusion of the 2024-25 secondary school year, \$30.75/hour, non-exempt, no benefits	At the conclusion of the 2024-25 secondary school year	Willow Street
Tracie Gotschall	Baking and Pastry Instructor	Transferring from Baking and Pastry Instructor at MJ to Introduction to Culinary Arts Careers Instructor at BT, exempt, no change in salary or benefits	Start of 2025-26 School Year	Brownstown
Keri Kury	Part-Time PN Instructor (to be utilized as a sub)	Transferring from a PT PN Instructor (to be utilized as a sub) to a PT Daytime PN Instructor, non-exempt, no change in salary or benefits	03/31/2025	Health Science
Rick Moore	Diesel Mechanic Instructor	Transferring from Diesel Mechanic Instructor at WS to Introduction to Transportation Instructor at BT, exempt, no change in salary or benefits	04/21/2025	Brownstown
Alison Shepler	Instructional Coach	Transferring from Introduction to Culinary Careers Instructor at BT to Instructional Coach at BT, exempt, no change in salary or benefits	Start of 2025-26 School Year	Brownstown
Brian Singer	Introduction to Transportation Long-Term Sub at BT	Transferring from Introduction to Transportation Long-Term Sub at BT to Diesel Mechanic Long-Term Sub at WS through the conclusion of the 2024-25 secondary school year, exempt, no change in salary or benefits	04/21/2025	Willow Street

**Action Items**

- Request for unpaid leave of absence: Employee #11615, Willow Street, 5/1-5/9/25
- Permission to provisionally hire for Payroll/Accounting position between March and April Joint Operating Committee (JOC) meetings, subject to final JOC approval at its April 24, 2025, meeting.

Approve Personnel Committee Report – Vote

**Informational Items**

- Job Description Update: [Payroll/Accounting](#)
- Updated start date of March 10, 2025, for Keri Kury, transfer to PT PN Instructor to be utilized as a sub.,

**BUILDING AND PROPERTY COMMITTEE**

Chair – Sandra Duncan

**Members – Grant Keener, Jason Breckbill, Menno Riggleman**  
**Administrators – Tim Klein, David Smith, Dr. Julie Frey, Justin Bruhn**

### **Informational Items**

- Brownstown Updates
  - MJ Construction Students to work on two roof projects, one side complete
  - Kitchen equipment gas pressure investigations, Landis Mechanical to install 2" piping
  - Demand response participation with IU13, not enrolled
- Mount Joy Updates
  - Terrazzo floor repair (Date)
  - Room 338 Equipment Upgrades and Purchase Orders
  - Brake and Shear for approval in Finance
  - HVAC Plasma Table for Bid
- 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, work to be scheduled
  - Rooms 500, 502 Cabinets and demo schedule
  - Spouting Installation needed to complete permit for loading dock, completed and permit approved
- Health Science Updates

### **PLANNING AND DEVELOPMENT COMMITTEE**

**Chair – Chris Straub**

**Members – Brian Conroy, Steve Riehl, Desiree Wagner**

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

### **Action Items**

- Out of State Field Trip
  - Washington DC on May 2, 2025 - Intro to Visual = BT & WS (This is a correction from Feb Agenda Mtg)
- Act 80 Day Approval-(June 2, 2025)- calendar will be updated to reflect the Act 80 Approvals

Approve Planning and Development Committee Report – Vote

### **Informational Items**

- [Application Status Secondary 2025-26](#)
- [Enrollment Status Post-Secondary 2024-25](#)
- Summer Camp Dates 6/9-6/12/25 BT and WS Campus
- [LLIU13 ELECT Agreement 2025-2030](#)
- ClassMate Discontinuation
- Affiliation Agreements
  - [Elizabethtown Animal Hospital](#)
  - [Wakefield Animal Hospital](#)
  - [Smoketown Animal Hospital](#)
  - [Agreements with 6 Ambulance Organizations for Protective Services](#)

Field Trips

Date(s)	Place	Program/Campus
4/1/25	Lebanon Expo Center, Lebanon	SkillsUSA - WS
4/2/25	Lebanon Expo Center, Lebanon	SkillsUSA - WS
4/3/25	Woerth It Hollow, Kirkwood	APST - WS
4/9/25	Highland Tanks, Manheim	Welding - MJ
4/14/25	Millport Conservancy, Lititz	Carpentry - MJ
4/14/25	Lancaster County Christian Day, Lancaster	Painting- MJ
4/22/25	Millport Conservancy, Lititz	Carpentry - MJ
4/28/25	Millport Conservancy, Lititz	Carpentry - MJ
4/30/25	The Franklin Institute, Philadelphia	Health Cluster - WS
5/5/25	Millport Conservancy, Lititz	Carpentry - MJ
5/6/25	Millport Conservancy, Lititz	Carpentry - MJ
5/8/25	Kentuck Knob & Fallingwater, Mill Run PA	Art CAD - BT
5/14/25	Intertek, York	Art CAD - BT
5/16/25	Philadelphia Zoo, Philadelphia	Vet Tech - WS
5/22/25	Knoebels, Elyburg	SkillsUSA - All Campuses

## **FINANCE COMMITTEE**

**Chair – Emily Zimmerman**

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

**Administrators – Jeremy Wiker, Rachel Hetzel**

### **Financial Reports**

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

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

- Permission to Purchase:
  - [Competitive Equipment Grant Items](#)
  - [Welding Booth - Linde Quote #3122025](#)
  - [Erate - Cloud Controller License](#)
  - [CNC Mini Mill - Trak Quote #QUO-01996-C6K0J8 - Supplemental Grant](#)
- Permission to Bid:
  - [Compact Track Loader with Trade In](#)
  - [Supplemental Equipment Grant Items](#)
- Permission to Award Bids/RFP:
  - [Hydraulic Brake Press](#)
  - [Shear](#)

### **Seeking Approval**

- [2025-2026 Salary Wage Ranges for Support Staff](#) - Update for Payroll position
- [2023-2024 Audit Report, Management Letter, Required Communications](#)
- Items to be Disposed:
  - Old Shear
  - Old Brake Press
  - CAT D4H Dozer
  - CAT D6H Dozer

Approve Finance Committee Report – Vote

### **Informational Items**

- [DC Gohn, Amendment #2 Fairview Subdivision](#) - On Authority agenda for approval
- [Professional Liability Insurance renewal quote](#)
- [2025-26 Adult Ed Tuitions and Fees](#) - minor update

### **POLICY COMMITTEE**

**Chair- Grant Keener**

**Members – Chris Straub, Brian Conroy**

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

### **Action Items**

#### **Policies for 1st Read**

[247](#) Hazing

[252](#) Dating Violence

[336](#) Personal Necessity Leave

[339](#) Uncompensated Leave

[807](#) Opening Exercises/Moment of Silence/Flag Displays

#### **Policies for 2nd Read and Approval**

[146.1](#) Trauma-Informed Approach

[218.1](#) Weapons

[218.2](#) Terroristic Threats

[234](#) Pregnant/Parenting/ Married Students

[317.1](#) Educator Misconduct

[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

[824](#) Maintaining Professional Adult/Student Boundaries

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 April 24, 2025, at the Brownstown 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.*