

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday April 24, 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 – 4/23/2025 @ 2:00 PM
Executive Session	6:30 PM Prior to meeting for Personnel

Students of the Month

Brownstown

- ★ Elijah Ali, a student from the Hempfield School District in our Computer Networking and Security program.
- ★ Layla Mellinger, a student from the Penn Manor School District in our Architectural CAD program.

Mount Joy

- ★ Brennan Frymoyer, a student from the Ephrata School District in our Precision Machining & Computer-Aided Manufacturing program.
- ★ Alan Soto Contreras, a student from the Conestoga Valley School District in our Carpentry Technology program.

Willow Street

- ★ Kyra Martin, a student from Garden Spot School District in our Vet Assistant program.
- ★ Rylee Heiselman, a student from the Penn Manor School District in our Intro to Transportation program.

Introduction of the SkillsUSA national competitors. - Dave Ecenrode

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 March 27, 2025 Board Meeting](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#) and [Authority Committee Minutes](#).

Margie Gantz- [Teacher Appreciation](#)

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.

SkillsUSA State Competition Winners

- [SkillsUSA States 2025 pictures](#)
- [SkillsUSA Facebook](#)

Brownstown				
Names	Program	Contest	Sending School	Placement
Sherry Finegan	Commercial Art	Advertising Design	Eastern Lancaster County	1 st
Ethan Messier	Architectural CAD-Design	Architectural Drafting	Lampeter-Strasburg	1 st
Ethan Kreider	Electrical Construction Technology	Electrical Construction	Manheim Central	3 rd
Collin Goshert	Heavy Equipment Operations	Heavy Equipment Operation	Warwick	1 st
Cheyenne Hagen	Painting and Interior Finishes	Painting and decorating	Hempfield	1 st
Piper Henrichson	Commercial Art	Team Promotional Bulletin Board	Manheim Twp.	2 nd
Lily Maddox	Photography and Digital Design		Manheim Twp.	
Ellie Vance	Interactive Media and Web Design		Warwick	

Willow Street

Names	Program	Contest	Sending School	Placement
Lindy Florian	Medical Assistant	Action Skills	Conestoga Valley	2 nd
Grace Wagner	Dental Assistant	Dental Assisting	Solanco	2 nd

Mount Joy				
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Names	Program	Contest	Sending School	Placement
Luke Lippert	Metal Fabrication	Sheet Metal	Hempfield	1 st
Andrew Mohler Maddie Houck	Protective Services Academy	Team Emergency Medical Technician	Warwick Hempfield	1 st
Jonathan McNally	Metal Fabrication	Welding Sculpture	Elizabethtown	1 st

- Students placing 1st will be attending the SkillsUSA National Competition June 23-27 in Atlanta Georgia.

Secondary update - Justin Bruhn

- LNP Article Link
 - [Abby Rohr, Conestoga Valley, Baking and Pastry Arts - Softball and Airamis Conde, Conestoga Valley, Patient Care Technician- Also NTHS](#)
 - [Laken Zeiset, Manheim Central, Medical Assistant, selected for LL Girls BBAII All- Star](#)

Post-Secondary update - Lauren Mascianica

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

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Kristi Hart	Introduction to Health Careers Instructor	\$59,503 per year (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Brownstown
Stormy Heisig	Part-Time Culinary Facilitator	\$17.83 per hour, no benefits, non-exempt, 180 days	05/05/2025	Mount Joy
Nicholas Horn	Welding Technology Instructor	\$59,503 per year (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Willow Street

Troy Jones	Part-Time Substitute 2nd Shift Custodian	\$14.68 per hour, no benefits, non-exempt	04/28/2025	Brownstown
Mindy Remp	Payroll/Accounting	\$26.75 per hour, benefits eligible, non-exempt, 12-months	04/28/2025	Willow Street
Patricia Rugg	Part-Time Dental Hygiene Instructor	\$38.75 per hour, no benefits, non-exempt	08/12/2025	Willow Street
Meghan Witmer	Part-Time Evening PN Instructor	\$45.87 per hour, no benefits, non-exempt	04/30/2025	Health Science

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Carol Rice	Part-Time PN Instructor (to be utilized as a sub)	Part-Time PN Instructor (to be utilized as a sub) to Part-Time Daytime PN Instructor, \$48.18 per hour, enhanced benefits, non-exempt	04/28/2025	Health Science

Action Items

- [2025 Summer Camp](#)
- Rescind job offer to Amanda Canelo, Part-Time PN Instructor to be utilized as a substitute, due to failure to complete onboarding process and not responding to further communication.
- Eleanor Farley, Photography and Digital Imaging Instructor: Four curriculum writing days to be worked between 7/14 - 8/7/25, due to new program CIP beginning 2025-26
- FMLA: #11491, Willow Street, starting approximately 6/26/25 for 6-8 weeks

Approve Personnel Committee Report – Vote

Informational Items

- Brian Singer, updated transfer start date from 4/21/25 to 4/14/25 for Diesel Mechanic Long-Term Sub at WS.
- Joanna Carballo, updated resignation date from 5/23/25 to 4/22/25.

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Grant Keener, Jason Breckbill, Menno Riggelman

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

Informational Items

Brownstown Updates

- MJ Construction Students working on second side of storage garage
- Kitchen equipment 2" gas line installed and equipment is operational
- Maintenance forklift arrived

Mount Joy Updates

- Terrazzo floor repair (Date)
- Room 338 Equipment Upgrades and Purchase Orders
- Brake and Shear ordered
- HVAC Plasma Table for approval

Willow Street Updates

- Terrazzo floor repair (Date)
- WTI Spring roof project sections 3, 5, 7. Roof was re-scanned work to be scheduled
- Rooms 500, 502 Cabinets and electric demo starting

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

- [FID Application Approval](#)
- [Adult Education Catalog](#)
- End of School Year Calendar Update

Approve Planning and Development Committee Report – Vote

Informational Items

- [Application Status Secondary 2025-26](#)
- [Enrollment Status Post-Secondary 2024-25](#)
- Affiliation Agreements
 - [Dr. Rick Leibold](#)
 - [Garden Spot Dental Care](#)
 - [Toothsmith's Inc](#)
 - [Kusienski Endodontics](#)
 - [Smilebuilderz](#)
 - [Oxford Family Dentistry](#)

Field Trips

Date(s)	Place	Program/Campus
4/15/25	A.I. Training, Quarryville	APST - WS
4/16/25	A.I. Training, Quarryville	APST - WS
4/22/25	Willow Valley Communities, Willow Street	Culinary Cluster- MJ
5/16/25	LCFA Fire Expo. Harrisburg	PSC - MJ
5/22/25	Shady Maple, East Earl	Culinary Cluster- MJ
5/27/25	Roots Market, Mount Joy	Culinary Cluster - MJ

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 - March](#)
 - [Cafeteria Fund - March](#)
 - [Capital Reserve 2001 - March](#)
 - [Capital Reserve 2018 - March](#)
 - [Production & Activity Accounts - March](#)
 - Bill Payment: [Summary](#), [GL Listing](#), [RC Listing](#)
- [Internal Service Fund Report - Health - March](#)
- Internal Service Fund Report - Unemployment - will report next month

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

- Permission to Purchase:
- Permission to Bid:
 - [Compact Skid Loader](#) (2nd attempt)
- Permission to Award Bids/RFP:
 - [Plasma Table](#)

Approve Finance Committee Report – Vote

Informational Items

- Surplus Reinvestment Confirmation
- Financial Aid Agreements:
 - [Clearfield County - \\$23,700.00 annual, quarterly payments of \\$5,925.00](#)
 - [York County - \\$63,000.00 annual, quarterly payments of \\$15,750.00](#)
 - [Franklin County - \\$15,000.00 annual, quarterly payments of \\$3,750.00](#)
 - [Lehigh County - \\$80.00 hourly based on hours needed, billed quarterly](#)
 - [Schuylkill County - \\$80.00 hourly based on hours needed, billed quarterly](#)

POLICY COMMITTEE

Chair- Grant Keener

Members – Chris Straub, Brian Conroy

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

Action Items

Policies for 2nd Read and Approval

- [247](#) Hazing
- [252](#) Dating Violence
- [336](#) Personal Necessity Leave
- [339](#) Uncompensated Leave
- [807](#) Opening Exercises/Moment of Silence/Flag Displays

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 May 22, 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.