

**Joint Operating Committee Minutes DRAFT**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**Thursday February 27, 2025**  
**Mount Joy Campus**

Attendees: Andrew Welk, Charles Gearhart, Christopher Straub, Debra Sturgis, Desiree Wagner, Grant Keener, Jason Breckbill, Justin Wimer, Menno Riggelman, Phil Hurst

Absent: Brian Conroy, Sandra Duncan, Dr. Terrance Henderson, Mara Creswell McGrann, Steve Riehl, Emily Zimmerman

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, Dave Smith, Lauren Mascianica (interim), Tim Klein, Jeremy King, Dr. Julie Frey, Justin Bruhn, Rachel Hetzel, Carl Warden, Jessica Drager

**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.

Mr. Wimer called the meeting to order at 7:22 PM.

**WELCOME**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ANNOUNCEMENT OF EXECUTIVE SESSION** Mr. Wimer announced the JOC held an executive session prior to tonight's meeting for personnel matters.

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

Mrs. Sturgis motioned and Mr. Keener seconded the motion to approve the agenda with a change under the personnel committee report to have Mr. Katch's end date be changed from May 1st to the end of the school year. 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.

The next PAC will be Mar 4, 2025 and they will meet virtually.

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

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

The various agenda items that were discussed at the GAC meeting were shared in the minutes that were linked to the JOC agenda.

**New GAC (LAC) Member**

- Ashley Glensor

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

Mr. Moeller shared that there have been no additions for this month; however, tomorrow the CTE grant will be submitted and it will come to the JOC meeting next month.

**Appointment of David Smith as ACT44 School Safety Coordinator**

**Secondary Update- Dr. Julie Frey**

All campuses

- There are 187 students participating in Cooperative Education. The average salary is \$17/hr and students have grossed \$343,619 during the 2024-2025 school year thus far.
- The fourth and final ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training of the school year has been completed by all campuses.
- National Technical Honor Society (NTHS) is an organization that honors and recognizes highly performing students in Career and Technical Education. The Brownstown campus will be inducting approximately 33 new and 6 members into the 2025 NTHS on March 27, 2025. The Mount Joy campus will be inducting 20 new and 2 existing members on March 6, 2025.
- All campuses are looking forward to welcoming our OAC's and NOCTI
- This month we celebrated our School Counselors (Mrs. Gallo, Mr. Boop, Dr. Stiles, Ms. Schlosser and Mrs. Brown) at all three campuses for their efforts in supporting students academically, socially and emotionally. We appreciate our counselors' dedication and commitment to our CTC family!
- February is CTE month and we are excited to finish the month by celebrating the impact of CTE students, educators and industry professionals.

BT

- The computer Networking students have begun a Smart City and Cyber Defense project. The project will culminate in late April with students defending their cyber environment against a "Red Team" of cybersecurity professionals, who will be remote and connecting to the environment through a VPN.
- HVAC students have largely completed tasks related to installation procedures and are now moving through maintenance and troubleshooting.

MJ

- NTHS & SkillsUSA completed their February fundraiser.
- Intro to Manufacturing handcrafted sheet metal roses & Precision Machining printed 3D hearts.
- High Tea is fully booked for the rest of the school year.
- Mount Joy's Carpentry Technology class replaced the roof of a storage facility for Heavy Equipment at the Brownstown campus. They have also been working with the Millport Conservancy preparing for the Fly on the Run event in May.

- The photos in the hallways to showcase students were hung by the Intro to Manufacturing student volunteers.

## WS

- For the first time since Mr. King has been working for the CTC, a student has earned Student of the Month at their sending school. Congratulations to Brooke Bettisoli, a ½ Day Intro to Manufacturing student from the Lampeter-Strasburg school district. Brooke has applied for our full-day Welding Program next year.
- Khaira Omari poster
  - Khaira Omari, from the Penn Manor school district in our Intro to Visual Communications program at the Willow Street Campus is a Finalist for her poster design for the 2025 PSA Contest by @preventsuicidepa!
- Automotive Technology participated in the Pennsylvania Automotive Association-Skip Wagner competition. The WS CTC had two students placed, Benjamin Garman (Cocalico) and Jasen Lutz (Solanco). The team finished 5th out of 124 participating schools- we are the only senior only program.
- For the end of Future Farmers of America Week at Willow Street, our FFA chapter hosted themed dress down days. Participating students donated towards an FFA luncheon or the student food pantry. The week also ended with a car and truck show.

## 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

- Mr. Smith introduced Ms. Lauren Mascianica as our interim PN Director and with the approval of the JOC she will be our next PN Director moving forward.
- Dental Hygiene had a successful Sealant on Saturday February 8th. There were 39 patients and 181 sealants were applied. The savings to the community was approximately \$9000.
- On Saturday March 22nd from 9am-2pm the Vet Tech class will be sponsoring the Rabies Clinic. The Rabies vaccine will be \$15 and microchips will be \$20. Nail trimmings and ear cleaning will be done by donations.
- CDL purchased a 2021 Volvo Automatic truck from Penske. It was listed at \$67,000 but we were able to get it for \$59,500. It had about 600,000 miles on it.
- There are two short classes that started, they are
  - EFDA with 7 students
  - Phlebotomy with 10 students

Mr. Gearhart motioned and Mr. Straub seconded to approve the Director's Report. All members present voted in favor.

The Association president Mr. Michael Arnt who was unable to attend the meeting had written prepared remarks which were given to the members for them to read.

[Mike Arnt's JOC letter](#)

## 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. Mrs. Sturgis provided the Personnel Committee report.

### **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.

Mr. Wimer thanked Mr. Katch, Ms. Hetzel, Mr. Moeller, and Mr. Smith for providing interim director help. Mr. Wimer also shared that the interview for the Administrative Director position is on hold for now.

- 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 the 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).

Mrs. Sturgis motioned and Mr. Straub seconded to approve the Personnel Committee Report with the amendment to bullet points 2 and 4 to change the stipend end date from May 2nd until the end of the year. All members present voted in favor.

### **Informational Items**

- Job Description Update: Instructional Coach

### **BUILDING AND PROPERTY COMMITTEE**

**Chair – Sandra Duncan**

**Members – Grant Keener, Jason Breckbill, Menno Riggleman**

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

Mr. Riggleman provided the Building & Property Committee report.

### **Informational Items**

#### **Brownstown Updates**

- MJ Construction Students to work on two roof projects is on going

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

- **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**

Mr. Straub provided the Planning & Development Committee report.

### **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

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

### **Informational Items**

- Discussion time - MOU for La Academia Partnership Charter School - Pending JOC and Solicitor Review

Mr. Welk is opposed to the MOU because in a nutshell the cyber charter schools are making money off of the school districts. He feels that this is resolved by students un-enrolling in charter schools, enrolling in their home school and then applying to the CTC. Mr. Keener said that the board voting against the MOU is not a good idea. He believes the money

would be moving from the charter school and it would come to the CTC. He says it enriches our budget and fills empty seats. Mr. Rigglesman says that the district gets money from state, local and federal agencies. If the student decides to be in Cyber school the district pays for it. Dr. Peart then explained that if the charter school students enrolled into the CTC the charter school would end up getting double funding. Mr. Keener then decided against the MOU. For further explanation Mr. Wimer will share his home school dual enrollment policy with Mr. Moeller. It was decided by the board to put this discussion on the La Academia MOU on hold for now.

- Progress Reports

They will be available online only going forward.

- 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 - Powls 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**

Mr. Welk provided the Finance Committee report.

#### **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

Mr. Welk motioned and Mr. Gearhart seconded to approve the permission to purchase the two items.

- Permission to Bid:
  - Stormwater for MJ House Project Lots 14,1, and 2 - DC Gohn is writing up the bid language

Mr. Wiker said that they are going to BID again, DC Gohn is going to come up with a detailed BID.

- 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

One of the changes was that the minimum for the Administrative Director had to be adjusted. Mr. Wiker also shared that the rate for the teachers will be raised by \$.75. Mr. Wiker is also proposing that anyone who is here in July should get a \$1.75 raise.

- Resolution granting Jeremy Wiker e-Signature authority
- GASB 75
- Items to be disposed of through Auction

Mr. Gearhart motioned and Mr. Straub seconded to approve the Finance Committee Report. All members present voted in favor.

### **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)**

Mr. Keener provided the policy committee report.

### **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

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

Mr. Riggelman asked that since screwdrivers are considered weapons how is the CTC able to use them? Mr. Keener explained that we have an exception to use them as tools of the trade.

Mr. Welk asked if we are requiring our administrative team to take NIMS training according to Policy 805. Mr. Moeller said that all of the administrative team had NIMS 100. Mr. Moeller said the entire faculty did NIMS training through FEMA in the past. Mr. Keener asked if Mr. Welk was asking if the policy should say that one or two admins do the NIMS training or if he was ok with the explanation from Mr. Moeller. Mr. Welk said that he was saying both. He believes everyone needs to be on the same page. The suggestion was made by Dr. Peart that instead of changing the policy that it should be an AR (Administrative Regulation). Mr. Welk was in agreement that an AR should be made. Dr. Peart suggested that the JOC ask the Admin team to come up with an AR for the NIMS training. Mr. Wimer then asked Mr. Moeller to create an AR for NIMS training requirements.

## **OLD BUSINESS**

## **NEW BUSINESS**

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

Mr. Welk appreciates everyone for being here. He asked that if any of the board members cannot attend that they try to get their alternate to come. Mr. Welk asked if someone could reach out to Manheim Township to ask for a representative to come out because the board member has missed many of the meetings. Mr. Wimer shared that he reached out to Dr. Henderson and he had not received any response. Mrs. Sturgis suggested reaching out to someone else to see if they can get Dr. Henderson to respond. Mr. Wimer said that he would take another step to see what he can do to get a response.

## **ADJOURN**

Mr. Wimer called for an adjournment at 8:39 P.M. of the JOC Meeting.

Mrs. Sturgis motioned and Mr. Welk seconded the motion to adjourn. All members present voted in favor.

**The next JOC meeting will be held on March 27, 2025 at the Willow Street Campus.**

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Christopher Straub, Secretary

2/27/2025