

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

Attendees: Andrew Welk, Brian Conroy, Charles Gearhart, Christopher Straub, Debra Sturgis, Desiree Wagner, Emily Zimmerman, Grant Keener, Jason Breckbill, Justin Wimer, Mara Creswell McGrann, Menno Riggleman, Phil Hurst, Sandra Duncan, Steve Riehl

Absent: Justin Bruhn, 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, Dave Smith, Lauren Mascianica, Tim Klein, Jeremy King, Dr. Julie Frey, Rachel Hetzel, Michael Arnt, Holly Maisano, Jessica Drager

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.

Mr. Wimer called the meeting to order at 7:25 pm.

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Mrs. Zimmerman motioned and Mr. Welk 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 on March 4, 2025

At the PAC meeting Mrs. Shipman discussed the secondary enrollment as well as the 2025-26 Preliminary Enrollments. Mr. Moeller shared the potential programming document suggestions with the GAC members.

The 2025-2026 PAC Meeting Schedule was shared and it was suggested that the locations be rotated so that the Superintendents are able to visit all of the campuses. This is because the meetings that have a light agenda usually become virtual which does not allow for the Superintendents to visit the campuses. The next meeting will be a virtual meeting on May 6, 2025.

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

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 provided the committee with updates.

The newest grant that we received was a Supplemental Grant. We have been allocated \$614,944 through the Supplemental Equipment Grant through the PA Dept of Ed. All equipment must be over \$3,000 to be eligible for purchase. This will be supporting 13 different programs across the campuses.

Secondary Update - Jeremy King

All Campuses

Mr. King thanked Mrs. Shipman's team for the application process and efficiency, communication, and expeditiously getting letters sent out all in one day. Additionally, pre-notification to our staff that letters were being sent 24 hours in advance. This may seem small but our staff were better equipped to handle students' emotions- this is an important step in collaboration too.

Enrollment numbers- This will be addressed later in the meeting, but we wanted to thank our instructors for providing meaningful instruction that continues to peak students interest in our programs. Our instructors do a great job of engaging students and continue to make our education real and authentic. You can see this in looking at Electrical (68), HVAC (56), Advanced Health (26), Carpentry (21), Welding (71), Medical Asst (58), Patient Care Tech (40) and many more waitlisted programs.

Advocacy Day was held on March 25 at the Capital. Our students were able to meet with the following Representatives and Senators one on one.

1. Representative Mindy Fee
2. Representative David Zimmerman
3. Representative Nikki Rivera
4. Representative Steven Mentzer
5. Representative Keith Greiner
6. Senator Gebhard

Our students did a fantastic job representing themselves and Lancaster CTC. We would like to thank Ms. Maggie Foight for capturing this day and posting on social media.

We also have an opportunity to attend hands on Advocacy Day April 2nd. We will be taking students up and showing off our curriculum for Representatives and Senators to see.

Cooperative Education

1. 200 active students, 14 applications in process
2. Average Hourly rate = \$17.00
3. Total Gross Pay = \$554,136.00

NOCTI is up and Live. This is a PDE mandated end-of-program test for CTE students. Students take two parts: a written (computer) test and a performance test. Whichever portion they score LOWER on is their official score. LCCTC students traditionally perform very well on the NOCTI and we expect this year to be no different!

Occupational Advisory Committee Meetings were held in March. We are thankful for the support and partnership from our advisory members. Advisory members are professionals and employers in the field who provide guidance on industry trends, recommended skills and equipment, provide employment opportunities, proctor NOCTI performance exams, and help LCCTC students and staff in innumerable other ways.

Mount Joy

1. Bright Horizons worked with our Carpentry Technology program to build a new storage shed, which has been completed and moved into place.
2. At the Protective Services Academy, students recently completed the NREMT (National Registry of Emergency Medical Technicians) on Friday, March 14. Twenty-one out of 23 passed the certification exam, while one remaining student is eligible to retest.
3. In our Introduction to Constructions, hammers are swinging as we build chicken coops, and the projects look great.

4. Introduction to Culinary will host their parents at the restaurant for a student-prepared meal on April 23, April 29, April 30, and May 6. Leading up to the Parent visits, the Intro program has been practicing meal preparation and service with various faculty, staff, and students in preparation for this event.

Brownstown

1. The Visual Communications programs have partnered with the Lancaster Art Vault to stage an art exhibit for the community. The exhibit will be on display April 24-26 and will include an evening reception with light refreshments. This is a wonderful opportunity for our students to showcase their incredible talents and we appreciate the Lancaster Art Vault for their help and support.

Willow Street

As mentioned last month Ms. Khaira Omari's poster was chosen as the winner for this year's competition. She will receive a monetary gift and tickets to the Phillies/Dodgers game on 4/4 for the suicide prevention night where she and her video will be recognized.

SkillsUSA: These boxes are for our State Competition. Our students were able to make Painting Stations and Electrical Stations. Our students are also heading up to SkillsUSA to set up stations and see their work at the competition. Our hope is this will increase the number of students who participate in SkillsUSA.

- Live Work Skills - All PICS
 - **L-S equipment boxes:** 14 doors, 300+ 2x4's, 65 PVC trim boards, and 65 treated 2x6', 22 squares of Shingles, 80 sheets of Hardie board, 14 door locks and hardware.

Mr. Straub said that having these community projects to keep students engaged in the 4th marking period is awesome. They continue to build skills and are doing meaningful work.

Post Secondary Update - David Smith

- The Veterinary Technology class held a rabies clinic last Saturday, March 22nd. Forty-one animals were seen. Thirty-one of them received a rabies vaccine. Thank the Willow Run Veterinary Clinic and our Foundation for securing the rabies vaccine.
- Dental Hygiene Students on Tuesday, took the CDCA-WRAB-CITA Clinical part of their exams needed to become a Certified Dental Hygienist. We had 14 students take the exam, and then offered to have 8 outside candidates. 11 out of 14 of our students passed. Two of those students are scheduled to retake at Howard University in April and the 3rd student is going to retest in June in Scranton.
- This is the 1st of three exams that a Dental Hygiene student needs to pass to become licensed. The other two are written exams, one is based on clinical experiences—12 students took the exam and 12 passed. The other test is an 8-hour written test taken at a testing center which the students may begin scheduling on their own when they feel they are ready.
- Practical Nursing Cohort 50 had their pinning ceremony on March 11 at Luther Acres. 13 nurses successfully completed the program. (23 students started the program in August 2023. The next evening Cohort will start on April 1 with thirty-five (35) students registered.
- Post-Secondary Perkins funding plus support from the foundation allowed the LPN program to purchase a new bladder scanner, and this past month the staff was able to receive training on new virtual simulation equipment.
- The graduation for our Auto Tech, Dental Hygiene, Vet Tech, and our last three cohorts of Practical Nursing students will be on May 5 at 6:00 at Lampeter Strasburg Performing Arts Center.

Mr. Gearhart motioned and Mr. Straub 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

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
Joanna Carballo	Payroll/Accounting	08/26/2024	05/23/2025	WS
Sladana Jonjic	FT 2nd Shift Custodian	07/17/2006	06/06/2025 (Retirement)	WS

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	4/07/2025	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 Gotshall	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.

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

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 Riggelman

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

Mrs. Sturgis provided the Building & Property Committee report.

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

Mr. Straub provided the Planning & Development Committee report.

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

Mr. Welk motioned and Mr. Riehl seconded to approve the Planning and Development Committee Report. All members present voted in favor.

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

Mrs. Zimmerman provided the Finance Committee report.

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: Listing, 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

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

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)

Mr. Keener provided the policy committee report.

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

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

OLD BUSINESS

NEW BUSINESS

- **President's Notes**
 - Mr. Wimer said that Chris Straub's Secretary position and Mara McGrann's assistant Secretary's roles have to be replaced in May.
 - For the May meeting, we will be at MJ and Mr. Wimer wanted to invite the JOC Board to come in to see the programs in adult education. He is looking to have the JOC Board visit the health campus at WS as well when we have a meeting at the WS campus. Mr. Smith shared that it would be a 4 pm start time for the CDL program to see what they are working on and then a trip to the Welding program after.
 - Mr. Wimer had a chance to tour WS with Mr. King and he got to see the house projects and they were great.
 - The LCCTC Certificate and Awards ceremony will be coming up.
 - Brownstown Campus- Warwick High School 301 W. Orange Street Lititz, PA 17543
 - Mount Joy Campus- LCBC 2392 Mount Joy Road Manheim, PA 17545
 - Willow Street Campus- Calvary 1051 Landis Valley Road, Lancaster, PA 17601
 - Ms. Dudley will send out a survey to the members for them to decide which location they will be attending for the ceremony.
- Mr. Wimer was glad to announce that we had a near perfect board member attendance this evening. Mr. Wimer shared that he has reached out to the Manheim Township board member due to his lack of attendance to the board meetings and there hasn't been a response. He will reach out to the Manheim Township Board member person one more time to see if he can get a response. Mr. Keener asked if we are able to declare the seat vacant since the Manheim Township board member has not attended a meeting since September. Mr. Wimer said that he will make sure that we are following policy on how to handle the situation when it comes to declaring a seat vacant.

OPEN JOC DISCUSSION – Mr. Wimer opened the floor for JOC member comments.
There weren't any comments

ADJOURN

Mr. Wimer called for an adjournment at 8:24 p.m. of the JOC Meeting.

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

The next JOC meeting will be held on April 24, 2025 at the Brownstown Campus.

Christopher Straub, Secretary

3/27/2025