

**Joint Operating Committee Agenda**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**Thursday May 22, 2025**  
**Mount Joy Campus**

Policy Committee	4:30 PM
Personnel Committee	6:00 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 5/21/2025 @ 2:00 PM
Executive Session	6:15 PM Prior to meeting for Personnel

**Students of the Month**

**Brownstown**

- ★ Lily Maddox, a student from the Manheim Township School District in our Photography & Digital Imaging program.
- ★ James Houston, a student from the Warwick School District in our Intro to Visual Communications program.

**Mount Joy**

- ★ Timothy Stover, a student from the Donegal School District in our Introduction to Construction program.
- ★ Christopher Hubbs, a student from the Penn Manor School District in our Welding Technology program.

**Willow Street**

- ★ Peyton Englert, a student from the Penn Manor School District in our Intro to Construction program.
- ★ Alia Zook, a student from the Ephrata School District in our Veterinary Assistant program.

[Student of the month picture](#)- Mark McCracken

**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.

[A PAC meeting](#) was held on May 6, 2025

**DIRECTOR’S REPORT-** [Minutes of the April 24, 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 on May 13, 2025

**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- Dr. Julie Frey

- Mascot project update - Randy Hess, Christiaan Baird, Jamie Redcay
- [Welding Collage](#)
- [CDL Video](#)

### 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
William Hall	Protective Services Instructor	08/02/2004	06/30/2025 (Retirement - Not eligible for Retiree Insurance or Bonus)	Mount Joy
Mitchell Hinton	Carpentry Technology Instructor	08/18/2020	06/23/2025	Mount Joy

### Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Rosemarie Barbour	Baking & Pastry Arts Instructor	\$59,503, (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Mount Joy
Thomas Good	Part-Time 2nd Shift Custodian	\$17.62 per hour, no benefits, non-exempt, 12-months	05/27/2025	Willow Street
Kristina Hummer	Diesel Mechanic Instructor	\$59,503, (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Willow Street
William Reid	Protective Services Instructor	\$59,503, (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Mount Joy
Amber Warren	Full-Time 2nd Shift Custodian	\$16.13 per hour, benefits eligible, non-exempt, 12-months	05/27/2025	Willow Street

### Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Michael Moeller	Supervisor of Curriculum & Instruction	Supervisor of Curriculum & Instruction to Assistant Administrative Director, \$145,000, benefits eligible, 12 months	06/01/2025	Willow Street

### Action Items

- Extra Duty:

- School Counselors - a maximum of 15 days paid at their per diem rate to be worked before the start of the 2025-26 school year.
- Instructional Coaches - 2 days at their per diem rate for New Teacher Workshops 8/11 - 8/12/25.
- [2025-26 Part-Time Adult Ed Instructors](#)
- Job Description:
  - [Automotive Technology Program Director - Adult Ed](#)
  - [Assistant Administrative Director](#)
- Madelyn Klufkee, Cafeteria Administrative Assistant, to work 16 hours per week in the Financial Aid Department at Willow Street, performing administrative assistant tasks, from 6/2/25 - 7/31/25 at her current hourly rate of pay.
- Ryan Clark, Metal Fabrication Instructor: Four days to be worked between 7/14 - 8/7/25 and paid at the curriculum writing rate, due to classroom and lab renovations including new equipment for the 2025-26 school year.
- Diane Lowery and Erin McFalls, Early Childhood Education Instructors: Two days each to be worked between 7/14 - 8/7/25 and paid at the curriculum writing rate, due to assisting students with obtaining necessary background clearances and completing other required paperwork.
- Extend stipends of \$275 **per pay** for Rachel Hetzel, David Smith and Mike Moeller, and \$75 **per week** for Raymond McDonald, through 8/31/25.
- FMLA: #2438, Brownstown, 6/4/25 - 9/4/25
- Hire a support staff temp through a staffing agency to support both the Curriculum and Student Services Departments for 37.50 hours per week, from June through December 2025.
- Transition one Part-Time Practical Nursing Instructor position to one Full-Time Practical Nursing Instructor position.
- [2025-2026 Specialized Staff Handbook](#)
- [2025-2026 Support Staff Handbook](#)
- 2024-2025 Adult Ed Instructor:
  - Justin Findley: Heavy Equipment, Summer Term 6/3/25 - 7/1/25
- 2025-2026 Adult Ed General Education Instructors:
  - George Vanbuskirk: Comm 175 - Public Speaking, Summer Term 6/8/25 - 8/12/25
  - Paige McMahon: Soc 100 - Introduction to Sociology, Fall Term 8/25/25 - 12/12/25
  - Laura Myers: Bio 240 - General Microbiology, Fall Term 8/25/25 - 12/12/25
  - Donna Maslin: Bio 150 - General Human Anatomy and Physiology, Fall Term 8/25/25 - 12/12/25

Approve Personnel Committee Report – Vote

### **Informational Items**

- \$120 stipend to be paid to each PN Instructor who proctors the TEAS exam through ATI. Funds received from ATI will cover the stipends.

### **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 finished on second side of storage garage
  - Ordering desks and chairs for Photography Class
- Mount Joy
  - Terrazzo floor repair (Date)
  - Room 338 Equipment Upgrades and Purchases
  - HVAC Plasma Table ordered
  - Dust collector pad installed 5/12/25
- Willow Street Updates

- Terrazzo floor repair (Date)
- WTI Spring roof project sections 3, 5, 7 are started
- Rooms 500, 502 Cabinets and electric demo starting 5/12/25
- 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**

- [2025-2026 School Calendar](#) - Revised
- COE Institutional Plans

Approve Planning and Development Committee Report – Vote

### **Informational Items**

- Application Status Secondary [2025-26](#)
- Enrollment Status Post-Secondary [2024-25](#)
- [NOCTI Data](#)
- [Bus Driver List May 2025](#)
- Flexible Instructional Day (FID) Approval

### **Field Trips**

<b>Date(s)</b>	<b>Place</b>	<b>Program/Campus</b>
4/30/25	Penn Croft Alpaca & Pine View Dairy, Lancaster	APST - WS
5/1/25	Sauder Eggs, Lancaster	APST - WS
5/6/25	Millport Conservancy, Leola	APST - WS
5/14/25	Sweeterie, Chocolate, Hershey	Baking - MJ
5/20/25	Lancaster DHIA, Manheim	APST - WS
5/21/25	Rohrer & Central Manor Dairies, Washingtonboro	ASPT - WS
5/22/25	Stoney Path & Oregon Dairies, Lititz	APST - WS
5/23/25	Classic Auto Mall, Morgantown	Intro to Auto - WS

## **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 - April](#)
  - [Cafeteria Fund - April](#)
  - [Capital Reserve 2001 - April](#)
  - [Capital Reserve 2018 - April](#)
  - [Production & Activity Accounts - April](#)
  - [Bill Payment: Summary](#)

- [General Fund - Bill Payment List](#)
- [Internal Service Fund Report - Health - April](#)
- [Internal Service Fund Report - Unemployment - March](#)
- [Internal Service Fund Report - Unemployment - April](#)

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

- Permission to Purchase:
  - [Snap-On, Triton Certification Kit - \\$36,756.95 - Supplemental Grant](#)
  - [Automotive Lift Services - Automotive Lift - \\$46,676.40](#)
  - [Edwin L. Heim - Replace Triple Duty Valves - \\$21,562.00](#)
  - [Edwin L. Heim - Rebuild Hot Water Pump & Motors - \\$16,895.00](#)
  - NVR (Network Video Recorder) Purchases: [Brownstown](#), [Health Sciences](#), [Mount Joy](#), [Willow Street](#)
  - User License Agreements: [Brownstown](#), [Health Sciences](#), [Mount Joy](#), [Willow Street](#)
  - Installation and Service Agreements: [Brownstown](#), [Health Sciences](#), [Mount Joy](#), [Willow Street](#)
  - [Student Chromebook refresh](#)
  - [iPads to refresh technology for users from outside the CTC, including GAC, JOC, and other users](#)
- Permission to Award Bids/RFP:
  - [Compact Track Loader](#)

#### **Seeking Approval**

- [North Group Agreement for Leadership & Organization Development](#)
- [STS Renewal Agreement](#)
- IU 13 Electricity Procurement Program Renewal: [Participation Document Sixth Amendment to Electricity Program](#)
- IU 13 Natural Gas Procurement Program Renewal: [Participation Document Transaction Confirmation Contract 1](#)  
[Transition Confirmation Contract 2](#)
- [CSIU Renewal Agreements for 2025-26](#)
- [Items to be disposed of at auction](#)
- District Payment Reconciliation

Approve Finance Committee Report – Vote

#### **Informational Items**

- [Bright Horizons Camp Agreement](#)
- [Bright Horizons Lease Renewal](#)
- [Vector Security](#) extension at [Mount Joy](#)
- [ABC HEO Agreement](#)
- [Paging System Agreement](#)
- [ATI Testing Agreement](#)

#### **POLICY COMMITTEE**

**Chair- Grant Keener**

**Members – Chris Straub, Brian Conroy**

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

#### **Action Items**

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

- [308](#) Employment Contract/Joint Operating Committee Resolution
- [607](#) Tuition Income
- [717.1](#) District-Owned Mobile Technology Devices
- [805.2](#) School Security Personnel
- [823](#) Opioid Antagonist

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

- [005](#) Organization
- [113.1](#) Discipline of Students with Disabilities
- [113.2](#) Behavior Support Secondary
- [202](#) Eligibility of Nonresident Students
- [236.1](#) Threat Assessment
- [254](#) Educational Opportunity for Military Children

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 June 26, 2025 at the Willow Street 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.*