

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday April 24, 2025
Willow Street Campus

Attendees: Andrew Welk, Charles Gearhart, Christopher Straub, Debra Sturgis, Desiree Wagner, Emily Zimmerman, Fred Hertzler, Grant Keener, Jason Breckbill, Justin Wimer, Mara Creswell McGrann, Phil Hurst, Dr. Terrance Henderson

Absent: Dr. Kevin Peart, Steve Riehl, Sandra Duncan, Menno Riggleman, Brian Conroy

Also Present: - 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, Justin Bruhn, Rachel Hetzel

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

Mr. Wimer called the meeting to order at 7:38 p.m.

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

Mr. Gearhart motioned and Mrs. Sturgis 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 – Mr. Wimer provided the Superintendent's report.

Dr. Peart was not in so Mr. Wimer shared that the next PAC meeting will be May 6, 2025 and it will be virtual.

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

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

Ms. Gantz was nominated by a student for all that she has done to inspire them.

Local, State, and Federal Projects— Mr. Moeller provided the committee with updates.

Mr. Moeller said that there weren't any updates from last month. However, we have been continuing to purchase items from the Supplemental and Safety improvement grant.

Mr. Wiker shared that we would have until June 30th to make purchases but there has been a 60-day extension to complete the purchase and receipt of items because of the delay in the states approval process.

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.	2nd
Lily Maddox	Photography and Digital Design		Manheim Twp.	
Ellie Vance	Interactive Media and Web Design		Warwick	

Willow Street

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

Mount Joy				
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

All Campus

- NOCTI Success.
 - All three campuses completed NOCTI; PDE has not finalized cut scores.
 - Diesel Technology is one of our many success stories for NOCTI. Diesel had an instructor vacancy and then, since January, a temporary instructor and a successful student pass rate of 45/47.
- Co-op
 - 229 students plus another 10-20 in the application process
- Upcoming Events
 - New Student Orientation – May 1st
 - Fly on the Run – May 8th

Mount Joy

- Mr. Bohdan Adams, our Precision Machining and Computer-Aided Drafting instructor, has been awarded a generous **\$22,000 grant from the Gene Haas Foundation!** These funds will open doors for students pursuing scholarships in CNC Technology or CNC machining-based engineering programs. Congratulations, Mr. Adams — and a huge thank you to the Gene Haas Foundation for investing in our future makers and innovators!
- Meanwhile, the **Carpentry Technology and Welding programs rolled up their sleeves** and teamed up to assist the Millport Conservancy with replacing a bridge — just in time for the much-anticipated **Fly on the Run event this May**. Their hard work and craftsmanship will help make the event even more memorable.

- Over in **Introduction to Manufacturing**, things are buzzing with creativity! Students are busy crafting butterfly and floral garden decorations for our upcoming **Spring and Mother's Day fundraisers**. Their handiwork doesn't stop there — they've also designed a stunning CHESS board and custom game pieces that will be featured in the **Fly on the Run auction**. Don't miss your chance to bid!
- And finally, hats off to **Mr. Eli Martin**, Electro-Mechanical Engineering instructor, for organizing an **Engineering Alumni Picnic** at Neffsville Community Park. More than 50 students — spanning the graduating classes from **2018 to 2024** — gathered for an evening of reconnection, stories, and celebration of all they've accomplished.

Willow Street

- LNP Links
 - LNP Article was linked that spoke on the students
 - 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 BBall All-Star
- Mr. King and Ms. Foight brought MJ - EME and WS - APST students to the PA Capitol to participate in PACTA Advocacy Day. One highlight from the day was when the APST students were able to educate Senator Martin on AI.

Brownstown

- Visual Center programs – Lancaster Art Vault April 24-26, 2025. Reception April 25 – see invitation card
- CNET – CyberSmash 2025.
- Painting and Interiors – Lancaster County Christian School – painted multiple areas of the school while students were on spring break; students returned and were very excited to see the areas of their school redone.
- Grace Miller – MHL - Received the Cheryl Ludwig Memorial Award at the 27th Annual IU13 Partnership Appreciation Luncheon. Grace thrived this year in MHL, obtaining her forklift, CPR, and OSHA certifications and has attained employment at Messicks.
- Brownstown article in the Conestoga Valley Pennysaver.
- Student Passing – thank you to the IU13 team, Flight Team, and staff across the campuses for their response.

Post-Secondary Update - Lauren Masgianica

1. Our Vet Tech program held their first ever Career Fair on April 2nd. Students had an opportunity to visit 14 practices.
2. On April 9th, we also had a very successful health science career fair at the WS campus. We had 30 facilities in attendance that the LPN students and secondary students were able to meet with.
3. Yesterday, April 23, 2025 the Health Science campus hosted a workshop for the health care community. It was the Pennsylvania SUN Workshop – **Introduction to Simulation for Technical and High Schools 2.0**- Laerdal Medical provided the educational material as well as meals for the participants.
4. Today, April 24, 2025 our cohort 168- which was 39 LPN graduates- had their pinning ceremony hosted by Luther Acres. They've been very generous to us by not only providing a beautiful space for this ceremony, but they also provide lunch. The next pinning/ graduation ceremony will be held on August 22nd.

5. The final update is just a reminder that the Post-Secondary graduation will be at Lampeter-Strasburg on May 5th at 6pm.

Mr. Welk 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

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	8/11/2025	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	8/12/2025	Willow Street
Meghan Witmer	Part-Time Evening PN Instructor	\$45.87 per hour, no benefits, non-exempt	4/30/2025	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	4/28/2025	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

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

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 Riggleman

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

Mr. Klein provided the Building & Property Committee report.

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

Mr. Straub provided the Planning & Development Committee report.

Action Items

- FID Application Approval
- Adult Education Catalog
- End of School Year Calendar Update

Mr. Straub motioned and Mrs. McGrann seconded to approve the Planning and Development Committee Report. All members present voted in favor.

Mr. Welk asked if we missed the three school days that we are adding to the calendar. Mr. Moeller said we had an active shooter non-incident, a snow day and a day that the IU could not provide services for 40% of the students as the reason why we needed to add the three days at the end of the school year. We have already maxed out our 5 FID days, so we are doing a virtual in-service and we have the IU contract flex days as staggered learning support (if approved). The students will be able to have a Job Shadow Day or attend a college visit virtually. We are looking at days that the students could be doing something that would be beneficial for them to make up for the three days that would not require them to come into the school building. We are building snow days onto the schedule for the next year as well as having the 5 FID days.

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
 - Kusienki 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, Justin Bruhn, Rachel Hetzel

Mrs. Zimmerman provided the Finance Committee report.

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 Bid/RFP:
 - Plasma Table

Mr. Wimer asked about the training in the dozers. He wanted to know if they can be put in as an alternate in order to get the Skid Loader BID. He also asked if we could put some wording in the BID like equal comparison for companies to see and Mr. Wiker replied yes.

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

Informational Items

- 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)

Mr. Keener provided the policy committee report.

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

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

Mr. Welk wants to know where we stand with the Lions Club. Mr. Wiker shared that he and Dr. Savin asked if it could be considered a wash because of what they owe versus the damage that they had done to the building. The Lions Club did not agree to it. Since Dr. Savin's departure nothing has been done with the Lions Club. Mr. Wiker said that he will look to the JOC for direction. Mr. Keener responded by saying that there should be a discussion about the Lions Club at the exec session at the next JOC meeting. No one contested that suggestion.

OLD BUSINESS

There were no items.

NEW BUSINESS

President's Note

- The Treasurer and Secretary position will be voted for next month. Mr. Welk said that Straub's position is 4 years long and Mrs. McGrann's position is an appointment and the term is not defined by a time. Mr. Straub and Mrs. McGrann said that they didn't mind continuing to remain in their positions if there wasn't anyone else who wanted to take the position.
- Mr. Wimer thanked Mr. Bruhn and Mr. Stuckey for giving him a tour of the BT Campus during the NOCTI testing. He shared that it was not what he thought. Mr. Wimer said that it was an awesome thing to see the business partners proctoring the test instead of the instructors as a courtesy to the CTC on their own time. The next tour that Mr. Wimer will take is at the MJ campus next month.
- Mr. Moeller, Mr. Katch and Mr. Wimer were working with the industry partners on something that he will report on at a later date.
- CTC Certificate and Awards night is on May 27, 2025. He shared that if the board members can come and see the students be recognized it would be a great experience. Mr. Gearhart shared that he attends the ceremony every year and it is a wonderful event.

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

Mr. Smith is going to take the JOC Members on a tour of the CDL and the Adult Welding program 4pm prior to the May 22, 2025 JOC meeting. Mrs. Zimmerman asked Ms. Dudley if she could send a reminder out to the members prior to the meeting.

ADJOURN

Mr. Wimer called for an adjournment at 8:33 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 May 22, 2025 at the Mount Joy Campus.

Christopher Straub, Secretary

4/24/2025