

**Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday June 26, 2025
Willow Street 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 – 6/25/2025 @ 2:00 PM
Executive Session	6:30 PM Prior to meeting for Personnel and ACT 44 Safety

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENT OF EXECUTIVE SESSION

ELECTION OF OFFICERS- The Chairperson will review the slate of officers and will open for any additional nominations. They will then proceed with the elections. (This will be a voice vote)

SLATE OF OFFICERS

Assistant Secretary.....Mrs. Mara Creswell McGrann, School District of Lancaster
(to finish the term ending June 30, 2025)
Treasurer.....Mr. Steve Riehl, Pequea Valley School District
(to finish the term ending June 30, 2025)

ELECTED OFFICER TERMS

Assistant Secretary.....
(term July 1, 2025 - June 30, 2029)
Treasurer.....
(term July 1, 2025 - June 30, 2029)

ADJOURN - The Chairperson will call for the adjournment of the elections and go into the regularly scheduled agenda meeting.

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 May 22, 2025 Board Meeting](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#) and [Policy Committee Minutes](#).

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 - Jeremy King

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
Nathan Huber	Digital Design & Print Media Instructor	08/14/2023	At the conclusion of the 2024-25 School Year	BT

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Alexander DiMarzio	Adult Ed Adjunct Instructor - Technical Mathematics Instructor for Fall 2025 Semester	\$725 per credit, \$2,175 for a 3-credit course, no benefits, exempt	07/01/2025	Willow Street
Kimberly Herskowitz	Protective Services Instructor	\$59,503 per year (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Mount Joy
Alexander Stewart	Carpentry Technology Instructor	\$59,503 (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Mount Joy

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Theresa Bridwell	Part-Time PN Instructor	Part-Time PN Instructor to Full-Time PN Instructor, \$86,462.59 (Column C, Step 5), benefits eligible, 235 days	06/30/2025	Health Science
Brian Singer	Adult Education Automotive Technology Instructor/Coordinator	Adult Education Automotive Technology Instructor/Coordinator to Adult Education Automotive Technology Program Director, \$69,710, benefits eligible, 12 months	07/01/2025	Willow Street

Action Items

- Motion to authorize LCCTC administration to provisionally hire employees, in the absence of the July 2025 Joint Operating Committee ("JOC") meeting, subject to the final JOC approval of any such hirings at its August 28, 2025, meeting.
- Approve salary increases at 3.4% for administrative, specialized and support staff pending satisfactory year-end evaluations
- [New Teacher Mentors](#)
- Approval of Advisors (rate per CBA)
 - NTHS: Laura Laukhuff (WS), Leslie Schlosser & Margie Gantz (MJ), Alison Shepler & Dave Ecenrode (BT)

- Skills USA: Arielle Dunkle & Rachel Sprecher (WS), Jim Smith & Margie Gantz (MJ), Dave Ecenrode & Brian Myers (BT)
- FFA: Lori Lefever
- Rescind job offer to Amber Warren, Full-Time 2nd Shift Custodian at WS, due to failure to complete onboarding process and not responding to further communication.
- Job Descriptions:
 - [Full-Time Custodian/Custodial Trainer Job Description](#)
- Jim Smith and Alan Wakefield, WS Campus - Two days each to be worked between 7/14 - 8/7/25 and paid at the curriculum writing rate, due to classroom renovations.
- Salary Step Adjustment:
 - Alisha Irizarry, Step 1 to Step 4 for 2023-24, \$1,800 retro and Step 2 to Step 5 for 2024-25, +\$1,801
 - Erick Leiva, Step 1 to Step 4 for 2023-24, \$1,800 retro and Step 2 to Step 5 for 2024-25, +\$1,801
- 2025-2026 Requests for Column Movement
 - Holly Maisano, from Column F (BEQ+15) to Column G (BEQ+30)
 - Timothy Rosenberg, from Column A (Emergency Permit) to Column E (Career & Technical Instructional I + Bachelor's Degree)

Approve Personnel Committee Report – Vote

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Grant Keener, Jason Breckbill, Menno Riggleman

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

Informational Items

- Brownstown Updates
 - New oil pumps/controls and pressure switch being installed for boilers
- Mount Joy Updates
 - Terrazzo floor repair sample improved
 - Room 338 Emptied, Painted and floor started
 - HVAC Plasma Table, shear, brake on order
 - Dust collector mounted; duct measured
 - Paint in Daycare PO, 2026
- Willow Street Updates
 - Terrazzo floor repair, sample verified
 - WTI Spring roof project sections 3, 5, 7 near completion
 - Rooms 500, 502 emptied and painted, 502 floor started
 - Pit for alignment lift (waiting)
- Health Science Updates
 - Painting carport and lobby complete

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl, Desiree Wagner

Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel

Action Items

- [Media Services Plan](#)
- [Facilities and Campus Improvement Plan](#)
- [Technical Infrastructure Plan](#)
- [Health and Safety Plan](#)

- [Educational Resource Plan](#)

Approve Planning and Development Committee Report – Vote

Informational Items

- [Application Status Secondary 2025-26](#)
- [Enrollment Status Post-Secondary 2024-25](#)
- [Student Training Affiliation Agreement](#)
- Student Handbook 25-26

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 - May](#)
 - [Cafeteria Fund - May](#)
 - [Capital Reserve 2001 - May](#)
 - [Capital Reserve 2018 - May](#)
 - [Production & Activity Accounts May](#)
 - Bill Payment: [Summary](#)
 - General Fund - [Bill Payment List](#)
 - 2001 Capital - [Bill Payment List](#)
 - 2018 Capital - [Bill Payment List](#)
- [Internal Service Fund Report - Health May](#)
- [Internal Service Fund Report - Unemployment May](#)
- [13 Month Rolling Treasurer's Report Balances](#)

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

- Permission to Purchase:
 - [ReciteMe](#)
 - [Various software agreement renewals](#)
- Permission to Award & Purchase: Supplemental Grant
 - [Excavator](#) - Stephenson Equipment
 - [Shear](#) - Machinery Connection

Seeking Approval

- Permission to make purchases, pay bills, complete budget transfers, initiate bids or rfps, award successful bids that are currently in process, and execute financial contracts in the absence of a July JOC meeting. The details of any and all such actions taken will be reported to the JOC in August
- [Permission to open a Government Interest Money Market Account per Fulton Bank's recommendation](#)
- [CCRES Contract Extension - July through September, for up to 3 days per week](#)
- [SAP Contract 2025-26](#)
- [GASB 54 Resolution](#)
- [Nonprogram Food Price List](#)
- [Items to be Disposed of via auction](#)

Approve Finance Committee Report – Vote

Informational Items

- [Renewal of Survey Monkey agreement, 2 year term](#)
- [LLPSIP Insurance Renewal](#)

- [Willow Street Property Insurance Renewal](#)
- [SOS Consent to Assignment](#)
- [CAP Thrive to Five 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

[320](#) Freedom of Speech by Employees

[718](#) Service Animals in Schools

Policies for 2nd Read and Approval

[308](#) Employment Contract/Joint Operating Committee Resolution

[317](#) Conduct/Disciplinary Procedures

[317.1](#) Educator Misconduct

[607](#) Tuition Income

[717.1](#) District-Owned Mobile Technology Devices

[805.2](#) School Security Personnel

[823](#) Opioid Antagonist

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 August 28, 2025 at the Brownstown 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.