

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday August 28, 2025
Brownstown Campus

Authority Committee	4:30 PM
Personnel Committee	6:00 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 8/27/2025 @ 2:00 PM
Executive Session	6:15 PM Prior to meeting for Personnel

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.

DIRECTOR’S REPORT- [Minutes of the June 26, 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.

[24/25 Local, State, and Federal Projects](#)

[25/26 Local, State, and Federal Projects](#)

Approve Michael Moeller for the LCCTC signatory authority

Secondary update

Post-Secondary update

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
Madelynn Klufkee	Administrative Assistant - Cafeteria	01/17/2023	08/15/2025	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Davante Broughton	Full-Time 2nd Shift Custodian	\$15.89 per hour, benefits eligible, non-exempt	07/28/2025	Willow Street
Daniel Kilmer	Digital Design & Print Media Instructor	\$59,503 (Column A, Step 4), benefits eligible, exempt, 189 days	08/11/2025	Brownstown
Lisa Smith	Part-Time Dental Hygiene Instructor (to be utilized as a sub)	\$38.75 per hour, no benefits, exempt	08/21/2025	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Margaret Hartman	Part-Time Enhanced Benefits PN Instructor	Transfer to Part-Time PN Instructor (to be utilized as a sub), \$47.95/hour, no benefits, exempt	12/20/2025	Health Science
Verlin Short	Full-Time 1st Shift Custodian	Transfer to Full-Time 1st Shift Custodian/Custodial Trainer, \$18.15, benefits eligible, non-exempt	08/11/2025	Brownstown

Action Items

- FMLA
 - #11517, Mount Joy, 07/02/2025 - 01/02/2026 (Intermittent)
 - #11525, Health Science, 08/12/2025 - 9/17/2025
- Job Description Update: [Administrative Assistant - Cafeteria](#)
- New Job Description: [Lead IT Tech](#)
- Mentor:
 - Christiaan Baird for Daniel Kilmer, Digital Design and Print Media Instructor at BT
 - **Remove** James Smith for Rosemarie Barbour, Baking & Pastry Arts Instructor at MJ
 - Add Brandon Green for Rosemarie Barbour, Baking & Pastry Arts Instructor at MJ
- Extend stipends of \$275 **per pay** period for Rachel Hetzel, David Smith, and Mike Moeller, and \$75 **per week** for Raymond McDonald, contingent upon their continued willingness to provide the additional support, until the Administrative Director position is filled.
- Jim Smith and Alan Wakefield, WS Campus - Four additional days each worked between 8/11 - 8/15/25 and paid at the curriculum writing rate, due to classroom renovations.
- Motion to authorize LCCTC administration to provisionally hire an Administrative Assistant - Cafeteria, between the August 2025 and September 2025 Joint Operating Committee ("JOC") meetings, subject to the final JOC approval of any such hiring at its September 25, 2025, meeting.
- [2025-26 SOS Food Service Employees](#)
- 2025-26 SOS Food Service Hourly Rates:
 - Food Service Specialist – \$20.00
 - General Worker Lead/Food Service Manager - \$18.00
 - Cook/Food Service Cook - \$17.00
 - General Worker/Food Service Aide - \$15.00
- [2025-26 Request for Column Movement](#)

Approve Personnel Committee Report – Vote

Informational Items

- 2024-25 Tenure:
 - Bohdan Adams
 - Justin Findley
 - Tina Kirsten
 - Diane Lowery

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
 - Sink hole repaired between entrance driveway and building
 - Water Softener Repair
- Mount Joy Updates
 - Metal Fabrication Update
 - Daycare update, chilled water, painting
 - Hot Water Heater Repairs
- Willow Street Updates
 - Automotive Room 500, 502 update
- Health Science Updates
 - Possible more flooring upgrades
- Facility Use
 - [Student Association of American Dental](#) - Bingo at WS Campus 11/1/25

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl, Desiree Wagner

Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel

Action Item

- Washington, DC - 10/24/25 - Intro to Visual at BT and WS

Informational Items

- [Application Status Secondary 2025-26](#)
- [Enrollment Status Post-Secondary 2025-26](#)
- [Bus Driver List](#)

Field Trips

Date(s)	Place	Program/Campus
9/12/25	Maple Grove Raceway, Mohnton	Auto and Diesel - WS
9/17/25	Solanco Fair, Quarryville	APST - WS
9/24-26/25	Lampeter Fair, Lampeter	APST - WS
10/3/25	Farm Show, Harrisburg	APST - WS
10/7/25	Manheim Farm Show	APST - WS
10/8/25	ATC, Exton	Intro to Trans - MJ
10/14/25	HACC, Harrisburg	Culinary - MJ
10/16/25	Building Association - Career Day, Lancaster	Multiple Programs - BT Carpentry - MJ
11/5/25	Lebanon Fair, Lebanon	APST - WS
11/14/25	AKC Dog Show, Oaks, PA	Vet Assist - WS
11/19/25	Penn Harris Hotel, Harrisburg	Skills Conference -PSC MJ
12/2/25	Central Market, Lancaster	Culinary - MJ
12/16 & 17/25	Reading Muhlenberg CTC, Reading	District Skills - All Campuses
1/13/26	PA Farm Show, Harrisburg	Vet Assist - 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 - June](#)
 - [General Fund - July](#)
 - [Money Market Account - July](#)
 - [Cafeteria Fund - June](#)
 - [Cafeteria Fund - July](#)
 - [Capital Reserve 2001 - June](#)
 - [Capital Reserve 2001 - July](#)
 - [Capital Reserve 2018 - June](#)
 - [Capital Reserve 2018 - July](#)
 - [Production & Activity Accounts - June](#)
 - [Production & Activity Accounts - July](#)
 - [Bill Payment: Summary](#)
 - [General Fund - Bill Payment List - June](#)
 - [General Fund - Bill Payment List - July](#)
 - 2001 Capital - Bill Payment List - June - **No June Payments**
 - [2001 Capital - Bill Payment List - July](#)
 - 2018 Capital - Bill Payment List - June- **No June Payments**
 - [2018 Capital - Bill Payment List July](#)
- Internal Service Fund Report - [Health](#), [Unemployment](#) - June
- Internal Service Fund Report - [Health](#), [Unemployment](#) - July
- [13 Month Rolling Treasurer's Report Balances - June](#)
- [13 Month Rolling Treasurer's Report Balances - July](#)

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

- Permission to Purchase: [Heat Exchanger](#)
- Permission to Award Bids/RFP: [Stormwater](#)

Seeking Approval

- Modify Mr. Katch's contracted days as of the first student day of the 2025-2026 school year to up to five days per week as needed
- [2026-27 Budget Timeline](#)
- [FrameWorks Contract and Scope of Work - CTE Teacher Apprenticeship .pdf](#)
- [Mount Joy Snow Removal Contract](#)
- A Motion is recommended to approve and authorize participation in and accept the current and subsequent bids and awards of the joint purchasing programs for the fiscal year ending June 30, 2026: IU13 Cooperative Purchasing Group, CoStars, Keystone Purchasing Network (KPN), PEPPM (Technology Purchasing), and US Communities.
 - PEPPM: [PEPPM -](#)
 - Keystone Purchasing Network: <https://www.thekpn.org/>
 - COSTARS: <https://www.dgs.pa.gov/COSTARS/Pages/default.aspx#>
 - US Communities: <https://www.omniapartners.com/publicsector/who-we-serve/local-government>

Approve Finance Committee Report – Vote

Informational Items

- [24/25 Campus Donations](#)

POLICY COMMITTEE

Chair- Grant Keener

Members – Chris Straub, Brian Conroy

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

Action Items

Policies for 1st Read

[212](#) Reporting Student Progress

Policies for 2nd Read and Approval

[626](#) Federal Fiscal Compliance

[718](#) Service Animals in Schools

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 September 25, 2025 at the Mount Joy 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.