

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday September 25, 2025
Mount Joy Campus

Personnel Committee	6:15 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 9/24/2025 @ 2:00 PM
Executive Session	6:30 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.

PRESENTATION: Lancaster County Career & Technology Foundation (LCCTF) Updates. Darryl Gordon and Jen Baker.

- [LCCTF Year End Report](#)

SUPERINTENDENT’S REPORT – The Superintendent of Record will provide his report.

A [PAC Meeting](#) was held on September 9, 2025

DIRECTOR’S REPORT- [Minutes of the August 28, 2025 Board Meeting](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#) and [Authority Committee Minutes](#).

Local, State, and Federal Projects – Mr. Moeller will provide the committee with any updates.

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

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Kennedy Yost	Cafeteria Administrative Assistant	\$18.39 per hour, benefits eligible, non-exempt, 220 days	09/29/2025	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Lauren Mascianica	Director of Practical Nursing	Transferring from Director of PN to Part-Time PN Instructor (to be utilized as a sub), \$47.95 per hour, no benefits, exempt	09/15/2025	Health Science
Sonya Stover	Full-Time PN Instructor	Transferring from Full-Time PN Instructor to Interim Director of PN, Additional \$75 per day, exempt, benefits eligible	09/04/2025	Health Science

Action Items

- FMLA - #2430, Willow Street, 8/18/25 - 8/17/26 (Intermittent)
- Job Description: [Dining Room Aide](#)

Approve Personnel Committee Report – Vote

Informational Items

- [2025-26 Request for Column Movement](#)
- September 26, 2025 Tenure:
 - Ashley Seibert

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
 - Water Softener Rebuilds
- Mount Joy Updates
 - Metal Fab Equipment Delivered
 - Hot Water Heater Repair
 - Daycare Gate/Fencing Repair
- Willow Street Updates
 - Auto Refresh (one lift and exhaust)
- Health Science Updates
 - Water main leak and Repair

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Chris Straub

Members – Brian Conroy, Steve Riehl, Desiree Wagner

Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel

Action Items

- Overnight Field Trips
 - Penn Harris Hotel, Harrisburg - All Campuses SkillsUSA 11/19-11/21
 - Sheraton Hotel, Harrisburg - WS FFA Conference 1/31 -2/1
 - Sheraton Hotel, Harrisburg - WS FFA Legislative Leadership 3/22-3/24
 - Hershey Lodge, Hershey - All Campuses SkillsUSA State 4/8-4/10
 - Penn State Univ, Penn State - WS FFA State Conf 6/9-6/11
- **Out-of-State**
 - One World trade Center/MoMa - New York, NY - Art CAD; Digital Des; CN & S; Elec; Photo = BT 12/5

Approve Planning and Development Committee Report – Vote

Informational Items

- **Contracts/Agreements**
 - [PA Counseling Services](#)
 - [Student Affiliation Agreement](#)
- [Application Status Secondary 2025-26](#)
- [Enrollment Status Post-Secondary 2025-26](#)
- Employer Engagement
- Open Houses
 - Nov 11, 2025 BT Campus
 - Nov 12, 2025 MJ Campus
 - Nov 13, 2025 WS Campus
- [Presentation Format](#)
- [Revised 2025-2026 Student Handbook](#)

Field Trips

Date(s)	Place	Program/Campus
9/16,17,18/25	Landis Valley Museum, Lancaster	Painting - BT
9/19/25	Astro Machine, Ephrata	Intro Manu - BT
9/23/25	Garden Spot HS, New Holland	Visual Arts - BT
10/14/25	Quality Custom Cabinet, New Holland	Cabinetry & Painting - BT
10/22/25	Signature Custom Cabinetry, Ephrata	Cabinetry & Painting - BT
10/24/25	Lions Club Building, WS	Skills Officer - All Campuses
10/30/25	Superior Walls, Ephrata	Art CAD - BT
1/6/26	York Fairgrounds, York	APST - WS
1/12/26	Pa Farm Show, Harrisburg	APST - WS (Correction)
1/14/26	PA Farm Show, Harrisburg	Culinary - MJ
2/5/26	Sensenig Farm Mill, East Earl	APST - WS
3/5/26	Farm & Home Center, Lancaster	APST - WS
3/25/26	Masonic Village, Elizabethtown	Culinary - MJ
4/10/26	Central Manor Dairy, Washington Boro	Vet Assist - WS
4/14/26	Lebanon Fair Ground, Lebanon	APST - WS
5/15/26	Kneobels Park, Elysburg	SkillsUSA - All Campuses

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

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

- [Permission to Purchase](#)

Seeking Approval

- LCCTC Fly on the Run -
 - First Request [Use of Facility Form - Fly on the Run Banquet & Auction](#),
 - Follow Up Request [Alcohol Exemption Request Letter](#)
- [CCRES Agreement Amendment](#)
- [Support Staff Wage Ranges](#) - Lead IT Technician
- [Willow Street Snow Removal Contract](#)
- [Health Sciences Snow Removal Contract](#)
- [MSDS \(Safety Data Sheets\) Agreement Renewal](#)
- [CAFCO Bid Participation Agreement with IU13](#)
- Change order for [Stormwater Project](#)

Approve Finance Committee Report – Vote

Informational Items

- EHCC - [Inspira Insurance Renewal Documents](#)

POLICY COMMITTEE

Chair- Grant Keener

Members – Chris Straub, Brian Conroy

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

Action Items

Policies for 2nd Read and Approval

[212](#) Reporting Student Progress

Approve Policy Committee Report – Vote

OLD BUSINESS

NEW BUSINESS

PSBA Officer Elections

- **2026 President -Elect (One-Year Term) January 1, 2026 - December 31, 2026**
 - [Sabrina Backer](#)*
- **2026 Vice President (One-Year Term) January 1, 2026 - December 31, 2026**
 - [Matt Vannoy](#)*

OPEN JOC DISCUSSION – The Chair will open the floor for JOC member comments.

ADJOURN

The next JOC meeting will be held on October 23, 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.