

Joint Operating Committee Minutes DRAFT
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday June 26, 2025
Willow Street Campus

Attendees: Charles Gearhart, Dean McComsey, Debra Sturgis, Desiree Wagner, Emily Zimmerman, Grant Keener, Jason Breckbill, Justin Wimer, Mara Creswell McGrann, Matt Beakes, Menno Riggelman, Phil Hurst, Sandra Duncan, Steve Riehl, Dr. Terrance Henderson

Absent: Andrew Welk, Brian Conroy, Chris Straub

Also Present: - Dr. Kevin Peart-Superintendent of Record, 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, Dr. Julie Frey, Justin Bruhn, Rachel Hetzel

Mr. Wimer called the meeting to order at 7:06 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 and safety matters.

ELECTION OF OFFICERS- Mr. Wimer reviewed the slate of officers and opened for any additional nominations. He then proceeded 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 remainder of the term ending June 30, 2025)

Mr. Wimer shared that Mrs. McGrann may not be renewing her position at the end of the year. As a point of interest Mr. Wimer shared that it was brought up previously at the meetings that Mrs. McGrann volunteered to continue her role until the election in November if nobody had taken the position. It was also noted that previously Mr. Staub said that he would remain in his position until November if nobody took his position.

Mr. Wimer noted that there were no other nominations for the Assistant Secretary position. A voice vote was done to nominate Mrs. McGrann as the Assistant Secretary.

All members present voted in favor and none were opposed. At that time Mr. Wimer accepted Mrs. McGrann as the Assistant secretary.

Mr. Wimer noted that there were no other nominations for the Treasurer position. A voice vote was done to nominate Mr. Riehl as Treasurer.

All members present voted in favor and none were opposed. At that time Mr. Wimer accepted Mr. Riehl as the Treasurer.

ELECTED OFFICER TERMS

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

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

ADJOURN - Mr. Wimer called for the adjournment of the elections and to go into the regularly scheduled agenda meeting.

Mr. Gearhart motioned and Mr. Riehl seconded the motion to adjourn the elections and to go into the regularly scheduled agenda. All members present voted in favor.

APPROVAL OF AGENDA – Mr. Wimer asked for a motion to approve the agenda

Mrs. McGrann said that under the Personnel committee report, where it says approval of advisors, we need to add Lindsay Feerrar as an NTHS advisor at the Willow Street campus.

Mr. Sturgis motioned and Mr. Riggelman seconded the motion to approve the agenda with the addition of Lindsay Feerrar as an NTHS advisor at the Willow Street campus. 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 – Dr. Peart provided the Superintendent's report.

Dr. Peart said that the PAC has not met since the last JOC meeting of May 6th. The next PAC meeting will be for September 9th of the next school year.

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

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 provided the committee with updates.

Mr. Moller shared that we received approval for the CTE Career Tech Educator Apprenticeship grant through the Department of Labor and Industry. The two year grant was \$288,000. The grant money will be utilized for our new teacher induction program to be a registered apprenticeship program in order to articulate credit with Penn State or Point Park University.

By going through our induction program, they are going to earn their instructional one certification, which helps us with tuition costs for that student. It does not require this teacher to then go into additional classes because they're getting articulated credit towards instructional one certification. So we are going to align our induction program with the instructional one certification. He shared that we also receive funds to support the cost of mentors, cameras for zoom calls, new 75 inch TV's in the classrooms for the new teacher programs to use as a teaching resource, hiring or contracting with a career navigator and anything that would be necessary.

Secondary Update - Jeremy King

- Mr. King shared that all three campuses had students attend the SkillsUSA national competition and when the results come in they will be shared.
- There were summer camps at the campus two weeks ago for middle school aged kids. The camp consists of our CTC teachers coming in and doing instruction for the week. The kids rotate through all of the teachers' learning skills at the middle school age level.
- We had certificates and awards on May 27th and it was successful.
- We had the end of year in-service where we got to recognize our retiring teachers and thanked our staff for a very hard, good and rewarding year.

Brownstown

- The Heavy Equipment Advisory Committee donated funds for the instructor, Mr. Findley, to attend the SkillsUSA National Competition to watch and cheer on his student participants. The OAC is very proud of Mr. Findley and the students and wanted to provide this donation as a demonstration of their support.
- Mrs. Baker from the foundation has been working with Mr. Myers, Electrical Construction instructor, on a PP&L grant for solar trainers.

Mount Joy

- *Metal Fabrication Update*
 - We're pleased to update our community on the progress of the Metal Fabrication room remodel. Painting is completed, and floor grinding is currently underway. Additionally, new equipment has been delivered and is awaiting installation, bringing us closer to enhancing our facilities to better serve our students and programs. A special thank you to Terry Snow and Tim Klein for their extra efforts and dedication in helping move this project forward.
- *Building Updates and Cleaning*
 - Our maintenance and custodial team is working diligently to prepare the campus for the upcoming school year. From deep cleaning throughout the main building to completing added projects in Bright Horizons and Infusions restaurant space, their efforts ensure a clean, safe, and welcoming environment for students and staff. We appreciate their dedication to keeping our facilities in top condition.

Willow Street

- The Automotive classrooms are getting refreshed and it's coming along very nicely. Mr. Wakefield and Mr. Smith would like to say thank you because they got their space ready prior to the end of the school year.
- A special thank you to our Custodial, Maintenance, and IT Teams who are working diligently on "to do" items to have our buildings prepared for our students to come back. We are moving TVs, waxing floors, bringing in new touch panels, installing teacher desks, wiping Chromebooks, inventorying items and reconfiguring hardware so we will be ready to go in August. It is a very busy time of year.

Mr. Wimer asked if the OAC had not provided funds, would the students have been able to attend the SkillsUSA national competition? Mr. Moeller explained that the students would be able to go, but the money is for the instructors and advisors that were going. He also shared that those funds have been through the foundation.

Post Secondary Update - David Smith

- On June 10th we had our Welding graduation. There were 12 students who graduated from the Welding Tech program and 3 were in the Advanced Welding program. 9 of the students graduating have interviews lined up.
- Workforce Talent Grants—Funding secured by our Foundation—Justamere Foundation, Rohrer's Quarry, Rohrer's Concrete, Rohrer's Service Center, High Corporation, and Sauder's Eggs.
 - Basic Welding 24 students
 - CDL—7 students
 - Machining/CNC 5

The grant will pay for 80% of the tuition cost. For Example, the basic Welding program cost is \$2,500 and the student would have to pay \$500.

- The Phlebotomy class started this Monday June 23rd with 9 students.
- The Dental Hygiene program had 14 students graduate. 12 of those students have passed all three exams they needed to be licensed. The other 2 students have not taken the tests yet.

Mrs. Sturgis motioned and Mr. Riehl 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
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) Lindsay Feerar (WS)
 - 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)

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

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Grant Keener, Jason Breckbill, Menno Riggleman

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

Mrs. Duncan asked Mr. Klein to provide the Building & Property Committee report.

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

Mrs. Wagner provided the Planning & Development Committee report.

Action Items

- Media Services Plan
- Facilities and Campus Improvement Plan
- Technical Infrastructure Plan
- Health and Safety Plan
- Educational Resource Plan

Mrs. McGrann motioned and Mrs. Duncan seconded approving the Planning and Development Committee Report. All members present voted in favor.

Informational Items

- Application Status Secondary 2025-26
- Enrollment Status Post-Secondary 2025-26
- 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

Mr. Wiker provided the Finance Committee report.

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 additional budget transfers, 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
- Budget Transfers 2024-25
- GASB 54 Resolution
- Nonprogram Food Price List
- Items to be Disposed of via auction

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

Mr. Keener said we have wrapped up an academic year for the first time without any incidents. We have had a year of smooth functioning of strategic administrative leadership, sound financial management and creative ideas. He thanked Mr. Wiker for his work with the finances. Mr. Gearhart thanked Mr. Wiker as well. Mr. Wiker shared that he appreciated all of the ideas, the support, the help and the grace that he was given from the Board, Mr. Katch and Mr. Moeller as he was working through the year.

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)

Mr. Keener provided the policy committee report.

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

Mrs. Wagner needed clarification and was concerned about the holes in Policy 320 Freedom of speech. She wants to know how we define disharmony. How does she know that the person who is deciding will not be biased towards her? Mr. Keener said that just for clarification, new potential policies are issued by PSBA, which are then reviewed by the administration, where they make suggestions and then it comes to the policy committee for discussion and potential further revision. Mr. Keener said that in speaking for himself, the way he read this policy is it is designed to support the free speech rights for employees, so long as the employee is not conflating their role. As a private citizen, you absolutely have the right to your opinion, and in his judgment, this policy affirms that right. Mr. Katch further shared that as long as you're not representing the CTC or using your influence as an employee of the CTC you are ok per Policy 320. Mrs. McGrann suggested that it be taken back to the solicitor. Mr. Wimer wanted to clarify to the board members that when the PSBA makes recommendations for policies we do not have to make those changes. They are just recommendations. If we come up with better recommendations, we can make use of them.

Mr. Keener motioned and Mr. Riehl seconded to approve the Policy Committee Report with exception of Policy 320 which will be recommitted to the policy committee for further adjustment. All members present voted in favor.

Mr. Keener asked Ms. Dudley if she would put policy 320 on the October policy committee meeting agenda for it to be reviewed again with the concerns and she said yes she would.

OLD BUSINESS

Mr. Wimer said that Ms. Hetzel is going to speak about laptops. We did a demo tonight with everyone bringing their personal laptops. This is something that was discussed at the last meeting about bringing your personal laptops or iPads. There was a concern from the JOC about the CTC providing new iPads for everybody at the locations. He wanted to give Ms. Hetzel our IT Director some time to discuss her initiative.

We have replaced our Chromebooks for the students, which was approved by the Board. However, our Chromebooks have batteries that are swelling up and it is very dangerous and they need to come out of circulation. We have moved to one to one with the iPads which means there aren't any extra iPads to give out. Our sending school students bring their own and for seniors we give them one. Her suggestion was buying 25 iPads that would go in a suitcase to make it easy to carry from campus to campus. That way it could be used across the institution and not just for regular JOC use. This may be a conversation that may come up again when we get new board members. Ms. Hetzel is asking the board to decide if we use this opportunity to have general use iPads for across the institutions or do we just bring our own devices? Mr. Wimer asked if it would be 25 per campus or just 25. He wants to know what the usage would be and how we would share the ipads if multiple campuses need to use it. She said that we are doing it now. Mr. Wimer asked if the board would decide to bring their own laptops, would it still be necessary to buy the 25 iPads? Ms. Hetzel said that if that was the decision she could just get 5 iPads at a time if she needed them instead of the whole 25.

He asked the board if anyone was opposed to bringing their own devices to the meeting. No one opposed the plan to bring their own devices. Mr. Wimer also said that he would not be opposed to Ms. Hetzel getting 5 iPads at a time. Mr. Wimer said that we are going to continue the method of everyone bringing their devices to the meetings.

NEW BUSINESS

Mr. Gearhart came up with an idea about the waitlist. He met with Dr. Weinand and he got an update on where the MC students are working. He interviewed the kids and they like the CTC and they want to work. He said that he is willing to be on board to help. Currently the waitlist is 944 students waiting to be placed in programs. Mr. Wimer and Mr. Gearhart said that we are at the point where action needs to be taken. Mr. Wimer and Mr. Moeller came up with the idea to start a committee that would consist of Mr. Moeller and two administrators, Mr. Arnt, two teacher representatives and three board members. They would try to meet during a work day. Ms. McGrann said that there was a feasibility study that goes along with this. Mr. Moeller said that the feasibility study is going to be a slow process. He believes that getting something started right now could be beneficial for the incoming Director to jump into with some feedback. The PAC superintendent group had discussed this over a year ago. Mr. Moeller said that having a few superintendents in the group would be helpful too. He would like to start conversations and get ideas written down because whoever gets hired to do the feasibility study is going to ask, what are we looking for.

Mrs. Shipman said the number under the waitlisted students is inflated due to students being counted more than once if their second or third choice is also waitlisted. The lower left hand corner shows 453 students not 944 students not in a program.

Mr. Breckbill asked if we could have an evening class and Mr. Moeller said it was possible.

However there are pros and cons to having an evening choice for classes. One example is that it would probably not be 100% available for all of the students because of transportation issues. Ms. Wagner said that the board needs to decide if they want to look at building a campus where all of the schools can come to one campus. Mr. Keener said that a couple of years ago the board looked at that idea and applied for funding from the county and we did not receive it. Another discussion was a significant expansion of the Brownstown campus or potentially taking a location at the Park City mall.

Mr. Beakes said that he will be taking over for Mr. Straub. And he does not have a problem being on the committee.

President's Notes

Mr. Wimer shared that he and Dr. Peart met with Mr. Simms the CEO of La Academia. He wanted clarification as to where we came through with our decision on the charter school. We told him where we stood and all he asked was if we could keep communication open if anything changes down the road.

This Monday Mr. Katch, Mr. Moeller and Mr. Wimer had a meeting with the ABC organization. He is hoping that it may be a meeting about getting some space for CTC programs. Associated Builders and Contractors is what the ABC organization is.

Mr. Wimer shared that there are some people interested in taking tours of the CTC campuses once school opens up. The JOC as a whole would like to thank all of the administrators in the room for a great year. The board appreciates everyone for pulling through this trying time, it is greatly appreciated.

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

ADJOURN

Mr. Wimer called for an adjournment at 8:31 P.M. of the JOC Meeting.

Mr. Wimer motioned and Mr. Riehl seconded the motion to adjourn. All members present voted in favor.

The next JOC meeting will be held on August 28, 2025 at the Brownstown Campus.

Mara McGrann, Assistant Secretary

6/26/2025