

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

Attendees: Andrew Welk, Charles Gearhart, Christopher Straub, Debra Sturgis, Desiree Wagner, Emily Zimmerman, Grant Keener, Jason Breckbill, Justin Wimer, Mara Creswell McGrann, Menno Riggelman, Sandra Duncan, Steve Riehl, Dr. Terrance Henderson

Absent: Brian Conroy, Phil Hurst

Also Present: - Dr. Kevin Peart - Superintendent of Record, Mike Katch - Administrative Director (interim), Mike Moeller - Assistant Administrative Director, Jeremy Wiker - CFO, Jodi Schuler- HR Manager, Baiesha Dudley- Recording Secretary, Karin Shipman, Dave Smith, Tim Klein, Jeremy King, Dr. Julie Frey, Justin Bruhn, Rachel Hetzel

Mr. Wimer called the meeting to order at 7:02 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 – Dr. Peart provided the Superintendent's report.

Dr. Peart shared that the PAC has not met since June and the next meeting will be on September 9th.

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

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 provided the committee with updates.

- 24/25 Local, State, and Federal Projects
 - This is the CTR grant to help fund the apprenticeship for career and tech educators to develop an apprenticeship. The teachers will be registered as an apprentice, so will have on the job training. Our new teacher induction and in-services are going to align so that they are earning their instructional one certification. Mr. Moeller said that with the funds being allotted here, it will help support the payment for tuition, mentors for the instructors and equipping the lab with technology that could help them become

better instructors. We are hoping to get the apprenticeship registered at the end December, so that we can pursue the next phase.

- 25/26 Local, State, and Federal Projects

Approve Michael Moeller for the LCCTC signatory authority

Secondary Update

- The principals are starting the year with eight new teachers
 - Rosemarie Barbour - Baking & Pastry (MJ)
 - Kimberly Herskowitz - Protective Services
 - William Reid - Protective Services
 - Alex Stewart - Carpentry Technology (MJ)
 - Kristi Hart - Intro to Health (BT)
 - Daniel Kilmer - Digital Design & Print Media (BT)
 - Nick Horn - Welding (WS)
 - Kristina Hummer - Diesel Equipment Technology (WS)
- The two-day administrative retreat focused on data-driven strategic planning. On Day 1, four teams—Fiscal, Programming, Personnel, and Student Data—analyzed relevant data and developed initial recommendations. On Day 2, the leadership team reviewed these recommendations and refined them into actionable goals, which were incorporated into the revised strategic plan. The retreat strengthened collaboration and ensured institutional goals were aligned with current data and priorities. We also participated in a scavenger hunt in Downtown Lancaster.
- In-Service 08/18/25
 - On August 18th, LCCTC faculty and staff participated in a focused day of professional development. The morning featured training sessions with the Penn State PPDC designed to strengthen instructional practices and student engagement. In the afternoon, administration provided important school-wide updates and shared information to prepare for the start of the school year. This in-service was designed to equip staff with practical tools, relevant updates, and a strong start to 2025–26.
 - There were classroom upgrades in the Metal Fabrication room at Mount Joy and the Auto Tech lab had work done on the floor. As well as upgraded lifts, additionally some painting was done throughout.
- Revised Strategic Plan Goals 2025-2028
 - **Goal 1: Strengthen Staff Support and Retention Strategies**
 - Launch a formal leadership mentoring and onboarding program
 - Expand professional development focused on instructional tech and SIS (eSD)
 - Create a flexible substitute staffing model to reduce classroom disruptions
 - Address salary compression through a tiered compensation review
 - **Goal 2: Enhance Financial Efficiency and External Funding**
 - Conduct a full review of spending allocations to reallocate underutilized funds
 - Apply for at least 3 new grants or funding partnerships
 - Standardize and communicate textbook and equipment purchasing cycles
 - Revise collaborative purchasing procedures for cost savings
 - **Goal 3: Expand and Innovate Career & Technical Program Offerings**
 - Launch new programs (e.g., Property Maintenance, Intro to VIS)
 - Revise existing programs and implement strategic name changes
 - Extend add/drop periods to better accommodate waitlisted students
 - Develop at least two new strategic partnerships (e.g., ABC, HACC)
 - Create innovative programming options to meet county needs
 - **Goal 4: Strengthen Use of Student Data to Improve Outcomes**
 - Implement a centralized system for tracking withdrawals, completers, and successes
 - Align qualitative/quantitative metrics across secondary and post-secondary
 - Expand use of skill alignment charts in the enrollment process
 - **Goal 5: Improve Secondary to Postsecondary Integration**
 - Align enrollment data systems between divisions

- Promote dual enrollment opportunities, apprenticeships and partnerships
- Develop programs aligned with community needs.
- Work-Based Learning
 - Employer Engagement Fair is scheduled for September 22nd-September 26th with 131 companies participating.
- Mount Joy Campus
 - Metal Fabrication Update ○ We're pleased to update you on the progress of the Metal Fabrication room remodel, which is almost complete. We are looking forward to providing you with a tour during the September board meeting. A special thank you to Terry Snow, Ryan Clark, and Tim Klein for their extra efforts and dedication in helping move this project forward.
- Building Updates
 - We want to welcome Thrive to Five back to the Mount Joy Campus. Our Early Childhood Education students will have the opportunity to work collaboratively in their classroom to satisfy components for the program task list and certifications.
 - A little bit of background information about the program: Thrive to Five is a birth-5 aligned program that provides high-quality learning experiences for infants through Pre-K. Their services prioritize children and families experiencing vulnerable conditions through differentiated programming that supports families toward economic prosperity. They offer home-based and center-based services, along with extended day options. Their services align with a two-generation (2Gen) approach that supports both the caregiver and child on their journey to a thriving future.

Post Secondary Update

- On Tuesday, August 19, we held our student orientation for our new students in the Degree and Intergenerational classes. There were 52 students in total that attended. On Wednesday and Thursday the individual programs held their orientations with classes that started this past Monday.
- On August 26, the LPN program held new student orientation for Cohort 172. There are 43 students who are expected to begin classes next Tuesday, September 2nd.
- Cohort 169 held their graduation/pinning ceremony last Friday at the Masonic Village in Elizabethtown. There were 44 students who received their certificates for successfully completing the yearlong 1500 hour long program.
- On August 12, 13 Vet Tech Students officially received their Associates in Specialized Technology Degrees and were "pinned". The ceremony was held at the Elizabeth in Elizabethtown.
- 13 students started in July in our year long class. 7 in Welding Tech and 6 in the Advanced Welding programs. They join our 12 returning students in our year-long courses.
- In the CDL program we are officially restarting our Class B training program. This was discontinued about 3 years ago, but has seen an increase in interest over the last couple of months.
- EFDA class starts next week with 7 students with a max 8 for the program.

The hard copy of the annual report was available for each board member to have. Mr. Katch also shared that we have an advertisement in the Eagles yearbook which was designed by an LCCTC student. The yearbook was shared with all the JOC members to view.

Mrs. Duncan motioned and Mr. Welk 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
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, non-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

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

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

Mrs. Duncan provided the Building & Property Committee report and she asked Mr. Klein to elaborate on the updates.

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
 - The kitchen renovations are done
 - Mr. Klein is getting the quotes for a new sprinkler system
- 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

Dr. Henderson asked if the hot water heaters had a warranty. Mr. Klein said that it would only cover 70% of the cost for them to be fixed.

Mr. Gearhart asked if we were using the day care again and Mr. Wimer said that we are doing Thrive to Five which is in the former day care area. Thrive to Five is a head start program.

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 Item

- Washington, DC - 10/24/25 - Intro to Visual at BT and WS (This is an out of state trip)

Mrs. McGrann motioned and Mr. Rigglesman seconded to approve the Planning & Development Committee report. All members present voted in favor.

Informational Items

- Application Status Secondary 2025-26

Mr. Straub explained that the number of students waitlisted are counted multiple times, so the larger number that is displayed on the report is not the actual number. The lower number is the correct waitlisted number. We are also 93% filled to capacity.

- 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
10/8/205	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, Justin Bruhn, Rachel Hetzel

Mrs. Zimmerman provided the Finance Committee report.

Financial Reports

- Treasurer's Reports:
 - General Fund - June
 - General Fund - July
 - Money Market Account - July -
 - Mr. Wiker took money from the general fund account and put it into a money market account so that it could earn extra interest. This also allows the money to be moved without fees.
 - 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 Balance - June -
 - This report is so that everyone can keep track of the finances throughout the year.
- 13 Month Rolling Treasurer's Report Balance - July

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

- Permission to Purchase: Heat Exchanger
- Permission to Award Bid/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 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>

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

Informational Items

- 24/25 Campus Donations

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

212 Reporting Student Progress

Policies for 2nd Read and Approval

626 Federal Fiscal Compliance

718 Service Animals in Schools

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

OLD BUSINESS

NEW BUSINESS

Mr. Wiker shared that it was discovered that there were some errors with the direct payments made to the CTC from the districts. An email was sent out on Wednesday explaining the situation to Mr. Moeller, Dr. Peart, and Mr. Katch, along with other leadership members, district business managers, and our auditors. The issue is that two former CTC business managers used incorrect data in the calculation of the direct payments for the 2024-25 fiscal year causing the wrong amounts to be paid. Currently Mr. Wiker is working with the district business managers to correct it. They will be meeting next Thursday. Mr. Wimer shared with the board that he feels strongly that the team can come together to solve the issues.

Mr. Keener said that Mr. Wiker inherited the situation and everyone agrees that they will pay back the money that is owed. Because it is not extra money that they have to pay out, instead, it is money that they budgeted to be paid to the CTC. Mr. Keener also said that his only point of feedback for Mr. Wiker, is that if this happens again to include the JOC Board from the beginning of the discovery and not have the information be given to them by second hand. Mr. Wiker agreed that in the future he will be sure to include the JOC members first hand.

Mrs. McGrann asked Mr. Wiker if they could get extra tools to take back to their board to explain the budget, and Mrs. Zimmerman mentioned the one page summary produced last year. Mr. Wiker agreed to give them any information that they needed and he offered to have himself or one of the admin team go to district board meetings to explain the budget in detail. Mr. Wiker was then thanked for his efforts.

Mr. Katch shared that we would like to hold the Board Appreciation dinner in February instead of September, because the students would be advanced in their culinary skills at that point. He asked if the board was in agreement with moving the dinner and at that time they agreed to have it move. Mr. Moeller said that he would invite the board members back for the dinner that would no longer be members after December.

Presidents notes

Mr. Wimer is going into the second meeting with the ABC organization. They both decided that it was worth sitting down to discuss how we can benefit each other. It will be on September 17th.

Mr. Wimer also shared that he has been in contact with Mr. Moeller and Mr. Katch consistently to see how things are going at the CTC and to make sure that they feel supported.

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

There were no comments.

ADJOURN

Mr. Wimer called for an adjournment at 7:53 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on September 25, 2025 at the Mount Joy Campus.

Christopher Straub, Secretary

8/28/2025