

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

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

Absent: Phil Hurst

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, Tim Klein, Jeremy King, Dr. Julie Frey, Justin Bruhn, Rachel Hetzel, Carl Warden, Jen Baker, Darryl Gordon

Mr. Wimer called the meeting to order at 7:00 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.

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

- **LCCTF Year End Report**

Mr. Gordon introduced himself as the chair of the foundation and he shared that he started back in 2003. Since the foundation has started it's been more than \$7 million that has been raised and contributed. Ms. Baker shared that the foundation does not only get cash, they also get items from companies. The foundation makes sure that students get top of the line equipment for their programs and there is also student assistance that is offered. Some of the money for the foundation comes from the participation in the Extraordinary Give, where \$30,000 was raised to support the students here last year. The foundation will be participating in the Extraordinary Give again this year. The Educational Improvement Tax Credits contributions are another way that we get money. \$270,000 was raised from EITC last year and that was a record for us. We are currently on track to beat last year's number. We are already on track to exceed the EITC grants. We also have our signature event the Fly on the Run fly fishing tournament. Last year a record of \$130,000 was raised at the tournament. There is also a banquet held at the Mount Joy campus that the Culinary students get to showcase their skills. At the banquet we auction unique items that the students have made and the people love to purchase them.

SUPERINTENDENT'S REPORT – Dr. Peart provided the Superintendent's report.

A PAC Meeting was held on Sep 9, 2025

Dr. Peart shared that we held a virtual PAC meeting on September 9th. The topics that were discussed were District Direct Payment Updates, Current Enrollments, Committee Development for LCCTC Waitlist, The Annual Report was shared, Mr. Moeller talked about the Admin Retreat Goals and Mrs. Shipman discussed the District Presentations. The next PAC meeting will be held on November 4th at the Mount Joy Campus.

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

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 provided the committee with updates.

Secondary Update - Mike Moeller

- The Council on Occupational Education (COE) Reaffirmation Visit, this week provided an opportunity to showcase the institution's commitment to academic excellence, student support, and continuous improvement. We had five visitors from across the country. They spent two days here evaluating out 10 standards. They found three things but they were minor.
- The Employer Engagement Fair served as a dynamic platform for students to interact with local and regional employers across the various industries.
- The Health Career Fair connected students with professionals from a wide range of healthcare fields, including nursing, public health, long-term care facilities, and allied health services.
- The Ambassador training equipped selected students with the skills and knowledge needed to represent their schools and programs effectively.
- The District Principal Meeting brought together high school partners at our Brownstown Campus. Mr. Bruhn hosted this first meeting and provided an overview of the CTC including discussions around calendars, attendance, outreach, discipline and open discussions. This is the first time in 6 years that we have had this meeting.
- The Fall OAC Meetings are as follows:
 - October 7th - Brownstown
 - October 8th - Mount Joy
 - October 9th- Willow Street

Post Secondary Update - David Smith

- Highlights of community outreach items:
 - Auto Tech is teaming with the Lancaster Housing Authority to do "basic auto maintenance" workshops. The 1st one was held this past Monday.
 - The CDL program took one of our trucks to SDOL's King Elementary School for their Careers on Wheels Day. There were approximately 400 students who had an opportunity to touch a truck.
 - The CDL program also participated in the Ephrata Parade last night. We are scheduled to be in the Manheim parade on October 8th and down at the Columbia parade on the 27th.
 - We will also have a presence at the Fall Fest on October 5th. One of our trucks will be there, and a rotating representative from the CTC will be manning a table.
- The Cleveland-Cliff Steel Mill in Steelton closed down. We were able to work with United Steel Workers to offer a 200 hour-10-week welding course. Currently we have 10 students in the course with an option of operating a second course if there is a demand/need.

Mr. Katch thanked Mr. Warden from the Association for attending the meeting tonight. Mr. Warden then thanked the Administration for working with the association.

Mr. Straub motioned and Dr. Henderson 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

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

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

Informational Items

- 2025-26 Request for Column Movement
- September 26, 2025 Tenure:
 - Ashley Seibert

Mr. Keener said that under the school code, tenure is granted on three years of satisfactory service. However, he thinks that it has to be voted on even though it's automatic. Dr. Peart shared that it helps to have it on the agenda and a vote is

possible. But, the vote would be made recognizing the tenure because the agenda with the tenure on it has already been approved.

Mr. Keener made a motion to recognize tenure for Ashley Siebert and Mrs. McGrann seconded. 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

Mr. Klein provided the Building & Property Committee report.

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

Mr. Straub provided the Planning & Development Committee report.

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

Mr. Straub motioned and Mr. Breckbill seconded approving the Planning and Development Committee Report. All members present voted in favor.

Informational Items

- **Contracts/Agreements**
 - PA Counseling Services
 - Student Affiliation Agreement
- Application Status Secondary 2025-26
 - The waitlist committee will be meeting in October, November and December to figure out how to address the waitlist.
- 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
 - Mr. Moeller said that every year our counselors go and talk to the students at the different school districts about the CTC. This gives them the opportunity to pinpoint students that are not quite sure or have additional questions about the programs. It will also allow counselors to come back and have smaller group sessions to answer one on one questions. This is the first time that we are doing this and we may not see the results for a year or two.
- 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, Justin Bruhn, Rachel Hetzel

Mrs. Zimmerman provided the Finance Committee report.

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
 - This is the advertising in the Eagles yearbook

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

Mrs. Zimmerman motioned and Mrs. Wagner seconded to remove the alcohol exemption request from the Finance Committee Report to be voted on separately. All members present voted in favor.

Mrs. Zimmerman motioned and Mrs. Duncan seconded to approve the Finance Committee Report with the exception of the LCCTC Fly on the Run Alcohol Request Letter. All members present voted in favor.

Mr. Keener motioned and Mrs. Sturgis seconded to approve the LCCTC Fly on the Run Alcohol request. There was a discussion on the reasons people were for or against the continuation of having alcohol at the event.

Following the discussion on the motion a vote was taken and 9 voted in favor and 6 voted against the LCCTC Fly on the Run Alcohol Request Letter. The motion was passed.

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)

Mr. Keener provided the policy committee report.

Action Items

Policies for 2nd Read and Approval

212 Reporting Student Progress

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

OLD BUSINESS

NEW BUSINESS

PSBA Officer Elections

- **2026 President -Elect (One-Year Term) January 1, 2026 - December 31, 2026**
 - **Holly Arnold***
- **2026 Vice President (One-Year Term) January 1, 2026 - December 31, 2026**
 - **Matt Vannoy***

Mr. Riehl motioned and Mrs. Duncan seconded to approve the vote for the PSBA Officers. All members present voted in favor.

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

Mr. Wimer shared that he had a great time with the COE (accreditation) team. While he was visiting he learned about the process with the accreditation team. He then shared with them that he was the chair, president of the JOC and explained what he did. Mr. Moeller and the team did a great job of putting it together. Mr. Wimer thanked everyone involved for the great job with getting everything ready for the accreditation visit.

Mr. Wimer would like for members of the JOC to take a tour of the buildings to get a view of what goes on in the programs. He suggested maybe January or February. Mr. Wimer said that with the understanding that everyone has jobs that they work, he still feels strongly that it is important that anyone on the board should come out and see what the teachers, janitors and lunch workers etc. are doing. Mr. Moeller is willing to schedule a tour and if the times don't work he will schedule a different time.

Dr. Henderson said that he appreciates the committee and the way that they handle things in a respectful manner. Mr. Riehl said that the team has grown in the past years

Mr. Wimer will be zooming in for the next meeting and Mr. Welk will run the meeting. We do have the reorg meeting coming up and if there are concerns with leadership please let him know. He says we can do a better job of going through the process than the last time.

ADJOURN

Mr. Wimer called for an adjournment at 8:43 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on October 23, 2025 at the Willow Street Campus.

Christopher Straub, Secretary

9/25/2025