

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday October 23, 2025
Willow Street Campus

Attendees: Andrew Welk, Brian Conroy, Charles Gearhart, Christopher Straub, Debra Sturgis, Emily Zimmerman, Grant Keener, Jason Breckbill, Mara Creswell McGrann, Pam Blickle, Phil Hurst, Steve Riehl

Absent: Sandra Duncan, Desiree Wagner, Justin Wimer, Menno Riggelman, Dr. Terrance Henderson

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, Justin Bruhn, Rachel Hetzel

Students of the Month

Brownstown

- ★ Nash Welch, a student from the Solanco school district in our Heavy Equipment Operations program.
- ★ Jesmely Torres-Burgos, a student from the Garden Spot school district in our Architectural/CAD program.

Mount Joy

- ★ Kayla Jones, a student from the Manheim Central school district in our Advanced Health Careers program.
- ★ Cole Singer, a student from the Hempfield school district in our Introduction to Manufacturing program.

Willow Street

- ★ Madelyn Halton, a student from the Ephrata school district in our Animal Production program.
- ★ Colby Kurtz, a student from the Solanco school district in our Intro to Construction AM program.

Mr. Welk called the meeting to order at 7:19 P.M.

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Mrs. McGrann stated that the Personnel committee would like to insert “any repeat calls received within the first 30 minutes of the initial call are compensated under that first hour of time” on their committee report.

Mr. Straub stated that the OAC member list will be removed from the Planning and Development committee report and brought back to the December JOC meeting.

Mr. Riehl motioned and Mrs. Sturgis seconded the motion to approve the agenda with the adjustments to the Personnel and Planning and Development committee reports. All members present voted in favor.

PUBLIC PARTICIPATION* – Mr. Welk 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 but the next meeting will be at the Mount Joy campus on November 4th and he will report on that at the December JOC meeting.

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

Minutes of the September 25, 2025 Board Meeting, Personnel Committee Minutes, Building & Property Minutes, Planning & Development Minutes and Finance Committee Minutes.

Local, State, and Federal Projects— Mr. Moeller provided the committee with updates.

Mr. Moeller shared that we have begun work on the apprenticeship program and we are continuing to make progress. He also said there is still money from the safety grants that we are still using.

Secondary Update - Mike Moeller

- The fall OAC's were a great success. They took place on Oct. 7 (BT), 8 (MJ) and 9 (WS) campuses. The Mount Joy's Culinary cluster and the Baking and Pastry program provided some food for the OAC meetings.
- We also held the first CTE Program Expansion Committee meeting in October. This committee was formed to address the growing student waitlists and to expand access to high-quality programs across Lancaster County. The first meeting was focused on reviewing data sets, enrollment processes, and program opportunities. The next meeting will be focused on developing ideas for new programs and models.
- The student tours took place at the different campuses between Oct. 16 and Oct 23 with each campus holding three tours each. One of the tours occurred for the first time during an in-service and it went well.
- Senator Malone made a visit to the BT campus, where he spoke with the CTC community to learn more about the opportunities the career and technology education offers to students. He will also visit the MJ campus next month.
- We are a part of the Workforce 2030 Summit. Mr. Moeller will be leading the "Explore Careers" community Session that is being held on Nov. 7 at the IU13 along with several other representatives. The focus of the session is about cultivating deeper engagement with the business community and future forecasting careers to inform student programming.
- The MJ Infusions restaurant opened on Sep. 30, for the 25-26 school year. The restaurant is open to the public on Tuesdays, Thursdays and Fridays.
- There were two Lion's Club September Students of the Month. Raygan Pacacha a student from the Elizabethtown school district in our Animal Production Science and Technology program at WS and Caiti O'Bryne a student from the Manheim Central school district in our Architectural CAD program at BT were the two students.
- Two students from the Animal Production Science and Technology program went on a tour of Brubaker Farms, located in Mount Joy.
- The Intro to Construction at WS completed the Mike Rowe Works (MRW) Foundation teacher training. Students will earn the MRW Work Ethic Certification after completing the formal curriculum and Mike Rowe's "Skills and Work Ethic Aren't Tabbo" (S.W.E.A.T.).
- As of 10-23-25 there are 75 Co-op applications processed. That is double the amount of our last year's numbers.

Post Secondary Update - Dave Smith

- Applications are being accepted for next August's start date for our degree programs.
 - 2 students Auto Tech
 - 11 Vet Tech
 - 72 Dental Hygiene
- Jesse Lopez, Admissions Advisor has participated in and will participate in several college/career fairs this fall including being at Cocalico, Hempfield, and York City (William Penn High School). In the coming weeks he will be at Penn Manor and Conestoga Valley.
- The Nursing program during the last testing cycle had 50 students' that took tests. We had a 96% pass rate. There were 40 out of 41 first time testers that passed and 8 out of 9 repeat testers that passed.

- Auto Technology students took the Entry Level National Institute for Automotive Service Excellence commonly known as ASE exams over the last two days. The tests were conducted in 8 areas: Automotive Transmissions and Transaxle, Brakes, Electrical/Electronic Systems, Engine Performance, Engine Repair, Heating and Air Conditioning, Manual Drive Train and Axles, and Suspension and Steering. There were 5 students who took the examinations and we had a perfect 40 for 40. Since we are an ASE Certified program our students need 6 months of full-time work experience instead of 1 year to receive their G1-Maintenance & Light Repair certification through ASE.
- The Vet Tech program is fresh off Vet Tech appreciation week that was last week. Our Vet Tech student organization is having a Pamper your Pooch Day on November 8th from 9:00am to 1:00pm. They will be doing dog baths, ear cleaning, and nail trimmings here at the Willow Street Campus in their lab/kennel area.

Mr. Katch thanked the departing JOC members for all that they have done and he then invited them to the February Board Recognition Dinner.

The JOC staff appreciation breakfast is November 21st for the Health Sciences campus and November 25th for the other campuses and an email was sent out to ask the board members which campus they would like to attend.

Mr. Katch reached out to the president of the association Mike Arnt and he asked if he would be joining him at the JOC meeting. Mr. Arnt replied that he would not be able to attend however he wanted the JOC to know that "I am being optimistic that the contract negotiation will run smoothly, efficiently, and that an outstanding contract will be agreed upon".

Mr. Straub motioned and Mr. Hurst 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
Lisa Connolly	Part-Time PN Instructor (to be utilized as a sub)	08/23/2024	10/02/2025	Health Sciences
Kira Ferreira	Part-Time Adult Ed Administrative Assistant	12/16/2024	TBD	Mount Joy
Annie Hatzivasilis	Assistant to the Director of Practical Nursing/Clinical Coordinator	06/26/2023	10/30/2025	Health Sciences
M. James Smith, Jr.	Automotive Mechanic Instructor	08/22/1996	Retirement - at the conclusion of the 2025-26 School Year	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Dr. Judi Brendle	Director of Practical Nursing	\$127,000 (to be pro-rated based on the number of days in the position), benefits eligible, exempt, 12-months	11/10/2025	Health Sciences
Kateria Faber	Part-Time PN Instructor (to be utilized as a sub)	\$47.95 per hour, no benefits, exempt, 12-months	11/3/2025	Health Sciences

George Kest	Auto Safety Inspection Instructor	\$31.50 per hour, no benefits, exempt, 12-months	TBD	Willow Street
Megan Tillman	Full-Time Curriculum Administrative Assistant	\$23.34 per hour, benefits eligible, non-exempt, 12-months	10/27/2025	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Raymond McDonald	Lead IT Tech	\$30.65 per hour, benefits eligible, non-exempt, 12-months	10/27/2025	Willow Street
Sonya Stover	Transfer from Interim Director of Practical Nursing to Part-Time PN Instructor (to be utilized as a sub)	\$47.95 per hour, no benefits, exempt, 12-months	11/13/2025	Health Sciences

Action Items

- Motion to authorize LCCTC administration to provisionally hire employees, in the absence of the November 2025 Joint Operating Committee (“JOC”) meeting, subject to the final JOC approval of any such hirings at its December 8, 2025, meeting.
- Updated Job Description: Director of Facilities
- 2025-26 Request for Column Movement
- Eliminate Position: Assistant to the Director of Practical Nursing/Clinical Coordinator
- Job Description Update/Reinstatement: Assistant Director of Practical Nursing
- Approval of After-Hours Response and Call-Back Pay
 - “any repeat calls received within the first 30 minutes of the initial call are compensated under that first hour of time”
 - The committee suggested that this be revisited in 6 months.
- Approval of Adult General Education Instructors for Spring 2026
 - Paul Cullen, English 105
 - Alexandra Forkin, Fundamentals of Chemistry
 - Paige McMahon, General Psychology
- Communications Coordinator Student Co-op Ed Positions - \$12.00 per hour, 12 hours per week for 29 weeks, effective 10/27/25:
 - Zoey Mohler, Interactive Media, Brownstown Campus
 - Janae Rohrer, Photography, Brownstown Campus
 - There are times when it isn't easy for the students to find outside co-ops, so we have decided to offer them that experience within our organization.
- FMLA:
 - #11132, Health Science, 9/26 - 11/15/25
 - #11525, Health Science, 9/19/25 - 9/18/2026 (Intermittent)
 - #11483, Mount Joy, 10/1 - 10/14/25

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

Now that we are using some of our programs as a Co-op option, Mr. Straub asked if there are other programs that could use students for co-op at the campuses. Mr. Moller said that there are many programs that could benefit from this and they will be looked into.

Informational Items

- Updated start date of 10/3/25, for Kennedy Yost, Cafeteria Administrative Assistant.

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Grant Keener, Jason Breckbill, Menno Riggelman

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

Mr. Breckbill provided the Building & Property Committee report.

Informational Items

- Brownstown Updates
 - Water Softener Rebuilds, On-going (X3)
 - Auction Items (Keller Auctions)
- Mount Joy Updates
 - Welding Area Shear Delivered
 - Hot Water Heater repair completed
 - Trane / Diversified Mechanical proposal for Boiler Replacement / Heat Exchanger (Finance)
 - Mr. Klein shared that on the five year plan a couple of years ago it said that the boilers were supposed to be replaced. It has not been replaced and now every year \$30,000 is spent just to repair it. He wanted to know if we should keep repairing it or spend the \$600,00 to replace it? He is going to get other quotes, however he would suggest sticking with the company that he is familiar with to guarantee that the work will be done properly. Keeping in mind that no matter what company we go with it will be expensive.
 - Daycare Gate/ Fencing Repair (Finance)
 - Daycare Restroom Ceilings & Lights replaced (X6)
 - Daycare Sprinkler Replacement (Finance)
 - 9/29 Water main break (Across Old Market St), 10/2 Power Outage
- Willow Street Updates
 - 9/29 Power Outage
 - Auto Refresh Rooms 500 & 502 (Exhaust to finish)
- Health Science Updates
 - Sprinkler Head Replacement (Finance)
 - Hallway & Lobby Flooring Replacement (Finance)

Facility Use

- **Facility Use**
 - LCCTC Vet Tech - WS Room 408 Community Dog Wash 11/8/25

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

- Limited Enrollment List
 - The list was shared and Mr. Straub said that these programs are not open to the home school applicants until November of next year. They are given the opportunity after the school district students have applied for this very popular program.
 - ~~OAC Member Lists~~

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

Mr. Welk shared that an easy way for the home schoolers to get admitted is for them to reapply to their sending school and they would be viewed as a public school student.

Informational Items

- Certificate and Awards and Hempfield Graduation Resolution
 - After the meeting with Hempfield the resolution was that there will be two ceremonies and the students will be able to attend either one. Mr. Moeller shared that there is a senior awards night ceremony and any of the graduates that are receiving awards are going to be welcome to attend. At 4:30 that night they are doing something to recognize the graduates and the families are also welcomed to join at whichever campus the student was attending. Hempfield will also be supplying the graduates with a blue and white cord to recognize their graduation from the CTC as well.
- Application Status Secondary 2025-26
- Enrollment Status Post-Secondary 2025-26

Field Trips

Date(s)	Place	Program/Campus
10/29/25	Ag Industrial - New Holland	HEO - BT
10/31/25	New Enterprise Stone - Ephrata	HEO - BT
11/5/25	VIRTUAL - Surgery Live through Whitaker Center	Med Assist - WS
11/7/25	TC Shadowlight, Leola	Photography
12/5/25	PA School of Technology, Williamsport	Culinary - MJ
12/11/25	Astro Machine, Ephrata	Precision Mach - MJ
4/29/26	Willow Valley Community, Willow Street	Culinary - MJ
5/8/26	Elmwood Park Zoo, Norristown	Vet Assist - WS
5/20/26	Shady Maple, East Earl	Culinary - MJ
5/26/26	Roots, Manheim	Culinary - MJ

FINANCE COMMITTEE

Chair – Emily Zimmerman

Members – Chip Gearhart, Andrew Welk, Dr. Terrance Henderson

Administrators – Jeremy Wiker, Justin Bruhn, Rachel Hetzel

Mr. Welk provided the Finance Committee report.

Financial Reports

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

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

- Permission to Purchase
 - The gate and fence repair at the daycare
 - The Health Sciences Campus Sprinkler replacement
 - The TRANE building automation
 - The Flooring at the Health Sciences Campus for the lobby and other areas

Seeking Approval

- Permission to make purchases, pay bills, complete budget transfers, initiate bids or RFPS, award successful bids that are currently in process, and execute financial contracts in the absence of a November JOC meeting. The details of any and all such actions taken will be reported to the JOC in December.
- Updated Salary Schedules 2025-26
 - This is removing the Assistant to the Director of Nursing position and changing it to the Assistant Director of Nursing position instead.
- Physician of Record Agreement
 - There wasn't an agreement for the past few years with a Physician of Record so an agreement was redone.
- CSG and LCCTC - Outreach Specialist MOU
- Brownstown Snow Removal Agreement
 - Mr. Klein bargained with the company to come down in their price for snow removal.
- CH&N Change Orders - Stormwater Project
- Leacock Paving Change Order #1
- Permission to dispose of IT items
- Items to be auctioned
- Keller Auction proposal

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

Informational Items

- MOU with Octorara Area School District students to take CDL classes
 - We are offering the program to them at 50% of the cost. However, they have to meet all of the standards that are set forward there. The age requirements for CDL is 18 years of age.
- Discussion on Trane / Diversified Mechanical proposal for Boiler Replacement / Heat Exchanger
 - We are trying to get some numbers to see what we can do with the Commonwealth of Pennsylvania Cooperative Purchasing Program (COSTAR).

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.

Mr. Keener shared that there are no action items for this evening. However, the Policy committee did meet prior to the JOC meeting. Most of the meeting was spent discussing two food service policies, which will be back for 1st read at the December meeting. There were also some de minimis changes to a couple of the other policies that we have for 2nd read and approval for the December meeting. The next Policy committee meeting will be in January.

OLD BUSINESS

NEW BUSINESS

- December Reorganization Meeting
 - Dr. Peart is going to send an email out to the individual that currently holds the officer positions to see if they are interested in still holding that position. The JOC Board is going to need officers in two positions. Mr. Straub is currently the Secretary and Mrs. McGrann is the Assistant Secretary. There needs to be two people to assume those positions.

OPEN JOC DISCUSSION

- Remarks came from four of the members who will no longer remain on the board.
 - Mrs. McGrann shared that it has been such a pleasure serving on the board. The work that everyone does at the school is phenomenal. She said that it is amazing that the 16 school districts could come together and work as a group for the good of the students.
 - Mr. Straub shared that it has been a privilege serving on the board. He said that he had been on the JOC board for 12 years and it has been great. He reminded the board that we need to replace him on the Foundation board and the GAC board as well.
 - Mr. Gearhart says that it has been really great working with everyone. He shared that in the beginning it was tough but we are in capable hands now. He wants everyone to remember that the students come first. While he was on the board, he would visit the students in the programs that were from his school district. He would take a picture of each of them and create a bio to talk about them at his school board meeting.
 - Mr. Hurst shared that he will also be leaving the board and he wanted to share that it has been an amazing experience serving on the board.
 - Mr. Welk noted that Dr. Henderson will not be returning either. He has moved to another state.

Mr. Gearhart suggested that board members join a committee because that is how the work gets done.

Mr. Keener thanked everyone for engaging in respectful conversations. He wishes wonderful things for all of them in the future.

Mr. Welk said that it has been great serving with the departing board members. They have brought a wealth of knowledge to the JOC and he wishes them well.

Mr. Welk shared that here we have 16 people from all different school districts, all different backgrounds, ideologies on the JOC Board and we put the students first. He also noted that the staff at the CTC is doing a great job as well and he thanked them.

This was Mr. Welk's first school board meeting and he thanked everyone for bearing with him.

ADJOURN

Mr. Welk called for an adjournment at 8:21 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on December 8, 2025 at the Willow Street Campus.

Christopher Straub, Secretary

10/23/2025