

**Joint Operating Committee Minutes DRAFT**  
**LANCASTER COUNTY CAREER & TECHNOLOGY CENTER**  
**Thursday January 22, 2026**  
**Brownstown Campus**

Attendees: Andrew Welk, Brian Conroy, Debra Sturgis, Jason Breckbill, Jerry Steinman, Justin Wimer, Kaleb Best, Matt Beakes, Nicholas Marinaro, Philip Eby, Steve Riehl

Absent: Desiree Wagner, Grant Keener, Matt Beakes, Menno Riggelman, Dr. Molly Henderson, Sandra Duncan, Ramon Rivera

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, Rachel Hetzel, Dave Smith, Dr. Judi Brendle, Karin Shipman, Tim Klein, Jeremy King, Dr. Julie Frey, Justin Bruhn, Dr. Scott Long

**Students of the Month-November**

**Brownstown**

- ★ Justin Rios, a student from the Ephrata school district, in our Photography and Multimedia Communications program.
- ★ Mariah Simione, a student from the Ephrata school district in our Intro to Health Careers program.

**Mount Joy**

- ★ Ian Strausbaugh, a student from the Donegal school district, in our Culinary Arts program.
- ★ Jonny Thomas, a student from the Mount Calvary Christian school, in our Welding Technology program.

**Willow Street**

- ★ Xavier Cauler, a student from the Penn Manor school district, in our Visual Communications program.
- ★ Monisha Bhattari, a student from the Elizabethtown school district, in our Dental Assistant program.

**Students of the Month-December**

**Brownstown**

- ★ Connor Frey, a student from the Elizabethtown school district, in our Electrical Construction Technology program.
- ★ James Houston, a student from the Warwick school district, in our Interactive Media & Web Design program.

**Mount Joy**

- ★ Michael Almonte-Placencio, a student from the Conestoga Valley school district, in our Electro-Mechanical Engineering Technology program.
- ★ Owen Daley, a student from the Penn Manor school district, in our Welding Technology program.

**Willow Street**

- ★ Rayannah Mungo, a student from the Penn Manor school district, in our Nursing Assistant program.
- ★ Hannah Reiter, a student from the Lampeter-Strasburg school district, in our Medical Assistant program.
- ★ Emily Reiter, a student from the Lampeter-Strasburg school district, in our Medical Assistant program.

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

## **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-** JOC members will vote on approving the current agenda as presented.

Mr. Conroy motioned and Mrs. Sturgis seconded 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 Professional Advisory Committee met virtually on January 6th. A number of topics were covered. Dr. Long was introduced to the superintendent's group as the new Administrative Director for the CTC. He also participated in the meeting and introduced himself. The CTE program expansion committee update was provided by Mr. Moeller. Mrs. Shipman reviewed the process for private school students with special needs. The current enrollment status was reviewed, as well as a number of other informational items. Mr. Katch thanked the team for all of their support during his time as acting director. The next meeting will be held on March 3rd at the Brownstown Campus.

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

Minutes of the December 8, 2025 Board Meeting, Authority Minutes, Personnel Committee Minutes, Building and Property Committee Minutes, Planning and Development Committee Minutes, Finance Committee Minutes.

**Local, State, and Federal Projects** – December - Mr. Moeller provided the committee with updates.

Mr. Moeller shared that a few grants have been released this month. A supplemental equipment grant has been added. It was due on the 23rd and we submitted on Tuesday the 21st. We are requesting approximately \$600,000 worth of equipment for our three campuses. Last year we received approximately \$458,000 from that grant.

There is a school safety grant for CTC and we get \$70,000. We will be extending the PA Counseling services for our SAP training into next year with this. The SAP trainer works three days a week with us, spending one day a week at each campus. The safety grant will also cover some security cameras and it will also help the Aevedium student bodies with events. There is also a public school facility improvement grant released. Last year we received money for the roofing repairs. We still have more roofing repairs that need to be done and the boilers need to be replaced. We will submit those two items for the grant.

## **Secondary Update**

- We had a teacher in service on Monday, Martin Luther King Jr. Day. The instructors primarily worked on personalized professional development, specific to support their programs, such as training for industry certifications. There were teachers that visited Catherine Hershey schools at the building in Lancaster for early childhood education. We also had teachers get forklift certification that they can pass on to their students.
- The Commercial Art program released their first newsletter in January. A newsletter will be released every quarter.
- The Veterinary Assistant Program was reapproved for their accreditation through the National Association of Veterinary Technicians in America (NAVTA). This accreditation went to the high school program.

- Guest Speakers for the Introduction to Construction program at Willow Street. Dr. Ben Stiles, one of the school counselors, Mr. Brian Conroy, our JOC member and Mr. Bill Lastinger from Benchmark Construction Company, Inc. were speakers. Mr. Andrew Welk, another one of our JOC members will be guest speaking in February.
- Students from the Welding Technology program designed and manufactured a bench for Bright Horizons, our day care.
- Applications for the 2026-2027 School Year closed January 9, 2026 for on time applicants. At that time there were 2420 applicants (1,820 new and 600 returning) that were started. Of the started applications, 2,060 applications (1,519 new and 541 returning) were completed and are being reviewed for program placement.

Mr. Steinman asked if the scoring Rubric was the same for every district. Mr. Moeller said yes they are. There is one scoring rubric that goes to every program, every district and every child. They get a score for whatever their GPA is and a score for whatever their attendance is. If you have discipline offenses, then the score is going to drop. Sometimes they can get points for teacher recommendations.

- We have a new JOC member Orientation coming up. New members and veteran members can attend.

### **SkillsUSA District Winners**

First place winners go on to compete in the State Conference.

### **Additional SkillsUSA Contest Dates**

- State Conference April 8 - 10, 2026 Hershey, PA
- National Conference May 30 - June 6, 2026 Atlanta, GA

### **Post Secondary Update**

Our Dental Hygiene program will be holding their annual Sealant Saturday event on Saturday, February 7 at the Willow Street Campus. This is a free offering for children between the ages of 8 and 18. A dental sealant is a clear protective coating placed on permanent back teeth in order to prevent dental decay. Services will be performed by a licensed Dental Hygienist in conjunction with our Dental Hygiene students. All sealant was donated by the Give Kids a Smile program which is a part of the ADA Foundation.

Practical Nursing Cohort 173 began on January 5th with 55 students. Eleven students began the Welding Technology class and on January 26th we expect 10 students to start the 10 week Basic Welding class.

The Graduation for our Associate Degree program is set for Tuesday, May 12th at the Lancaster County Country Club.

Mr. Welk motioned and Mrs. Sturgis seconded to approve the Director's Report. All members present voted in favor.

### **COMMITTEE REPORTS**

#### **PERSONNEL COMMITTEE**

**Chair – Deb Sturgis**

**Members – Dr. Molly Henderson, Nicholas Marinaro**

**Administrators – Jodi Schuler, Jeremy King, Rachel Hetzel**

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.

Mrs. Sturgis provided the Personnel Committee report.

## Resignations/Retirement:

Employee	Position Title	Start Date	Resignation Date	Location
Richard Bernhardt	Part-Time Adult Ed Welding Instructor	12/16/2013	Retirement - 12/31/25	Mount Joy
Kira Ferreira	Part-Time Adult Ed Administrative Assistant	12/16/2024	12/11/2025	Mount Joy
Jessica Good	PN Success Coach/Perkins Coordinator	10/16/2023	11/14/2025	Health Sciences
Jennifer Michael	Part-Time PN Instructor (to be utilized as a sub)	12/04/2023	01/02/2026	Health Sciences
James (Rick) Plowmaker	Full-Time 2nd Shift Custodian	12/08/2025	01/30/2026	Brownstown
Sonya Stover	Interim Director of Practical Nursing	11/10/2023	11/04/2025	Health Sciences
Jeremy Waters	Part-Time Adult Ed Safety Inspection Instructor	09/28/2023	12/08/25 - Removed from Part-Time Adult Ed Instructor list due to lack of response to available work.	Willow Street

## Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Susan Paris	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, no benefits, exempt, 12 months	01/26/2026	Health Sciences

## Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Nichole Beaty	Part-Time Adult Ed Phlebotomy Instructor	Transfer to PT Adult Ed Phlebotomy Instructor (to be utilized as a sub), \$32.50/hour (current hourly rate), exempt, no benefits	02/19/2026	Willow Street

## Action Items

- Nicholas Horn, secondary Welding Instructor, to also teach Part-Time Adult Ed Welding at Mount Joy. \$31.50 per hour, exempt, 12-months, effective 1/26/26.
- Motion to authorize LCCTC administration to provisionally hire an Assistant Director of Practical Nursing between the January 22, 2026, and February 26, 2026, Joint Operating Committee ("JOC") meetings, subject to the final JOC approval of any such hirings at its February 26, 2026, meeting.
- Motion to authorize LCCTC administration to provisionally hire a Part-Time Adult Ed Phlebotomy Instructor between the January 22, 2026, and February 26, 2026, Joint Operating Committee ("JOC") meetings, subject to the final JOC approval of any such hirings at its February 26, 2026, meeting.
- Request to approve the addition of:
  - 1 Full-Time Daytime PN Instructor - 235 days worked
  - 1 Full-Time Evening PN Instructor - 205 days worked
- FMLA:
  - #2178, Willow Street, 1/15 - 2/16/26
  - #11400, Willow Street, 12/3/25 - 3/5/26

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

## Informational Items

- Updated start date: Dr. Scott Long, Administrative Director, 1/26/26

## **BUILDING AND PROPERTY COMMITTEE**

**Chair – Sandra Duncan**

**Members – Menno Riggleman, Matt Beakes**

**Administrators – Tim Klein, Dr. Julie Frey, Justin Bruhn**

Mr. Klein provided the Building & Property Committee report.

### **Informational Items**

- Brownstown Updates
  - HVAC Split units rooms 210,222 completed
  - Door Swipe Access hardware closer to complete (X3)
- Mount Joy Updates
  - Pending quotes for Hot water heater/boilers
  - Daycare Sprinkler heads Jan.21,22
  - Daycare Roof Restoration Quote
- Willow Street Updates
  - Exterior Lighting (Safety Grant) Starting two weeks
  - Front Roof section restoration Quote
  - Terrazzo repair for June
- Health Science Updates
  - Flooring install Feb.13,16
  - Sprinkler Head replacement/repairs complete

Facility Use

- Sealant Saturday - Dental Clinic

## **PLANNING AND DEVELOPMENT COMMITTEE**

**Chair – Steve Riehl**

**Members – Desiree Wagner, Ramon Rivera**

**Administrators – Michael Moeller, Karin Shipman, David Smith**

Mr. Riehl provided the Planning & Development Committee report.

### **Action Items**

- e-Sports Team
  - This will be an after school activity.
- Cooperative Education Student - Culinary Arts for Cafeteria

Mr. Breckbill motioned and Mr. Steinman 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
- TechLink Advocacy Day- February 2, 2026
- PCCD School Safety Grant- \$70k
- Affiliation Agreement
  - Dermatology Associates
  - Lancaster Skin Center
  - Union Community Care
  - Lancaster Orthopedic Group
  - US Digestive Health

## Field Trips

Date(s)	Place	Program/Campus
12/12/25	Ollies, Lancaster	Skills USA - BT
1/6/26	SWF, Wrightsville	Met Feb - MJ
1/3/26	Harrisburg Farm Show, Harrisburg	Intro to Auto - WS
2/6/26	Material Resource Center, Ephrata	NTHS - BT
2/18/26	Benchmark Construction, Ephrata	Art CAD - BT
2/24/26	Kopec Vet, Marietta & Brubaker Farms, Mount Joy	APST - WS
2/26/26	Prestige Color & Lancaster Home & Farm Ctr., Lancaster	Digital Cluster - BT
2/26/26	Hershey Park, Hershey	Plumbing & Electrical - BT
3/31/26	Penn Ag Expo. Lebanon	APST - WS
5/8/26	PA State Police Academy, Hershey	PSC
5/14/26	Penn Med LGH, Lancaster	Intro to Health - MJ

## **FINANCE COMMITTEE**

**Chair – Andrew Welk**

**Members – Philip Eby, Jerry Steinman**

**Administrators – Jeremy Wiker, Rachel Hetzel**

Mr. Welk provided the Finance Committee report.

## **Financial Reports**

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

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

- Permission to Award Bid/RFP: X-Ray Equipment
  - This would be the machine that is currently used in the industry.

## **Seeking Approval**

- Items to be Auctioned
- Transportation Contracts 2025-26
- Vehicles to be Disposed of

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

### **Informational Items**

- Budget - District Voting Results
- Cumulus Media Agreement
- The audits are almost complete and they will be available at the next Finance Committee meeting.

### **POLICY COMMITTEE**

**Chair- Grant Keener**

**Members – Brain Conroy, Jason Breckbill,**

**Administrators – Dr. Peart, Mike Katch(interim), Mike Moeller, Rachel Hetzel**

Mr. Breckbill provided the policy committee report in Mr. Keener's absence.

### **Action Items**

#### **Policies for 2nd Read and Approval**

102 VOL IV Academic Standards

122 VOL IV Extracurricular Activities

246 School Wellness Secondary

808 Food Services

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

### **OLD BUSINESS**

- Board Recognition Dinner will be on Feb 26, 2025 at the Mount Joy Campus.
  - Previous Board members will also be invited.
- New Member Orientation will be held on February 3rd. There will be dinner and we will go over the CTC.
- Mr. King distributed an ornament made by the welding students.

### **NEW BUSINESS**

#### **Committees and Committee Members**

##### **Personnel**

Chair- Debbie Sturgis

Members - Dr. Molly Henderson, Nicholas Marinaro

Administrators - Jodi Schuler, Jeremy King, Rachel Hetzel

##### **Building & Property**

Chair - Sandra Duncan

Members - Menno Riggelman, Matt Beakes

Administrators - Tim Klein, Dr. Julie Frey, Justin Bruhn

##### **Planning & Development**

Chair - Steve Riehl

Members - Desiree Wagner, Ramon Rivera

Administrators - Mike Moeller, Karin Shipman, David Smith

##### **Finance**

Chair - Andrew Welk

Members - Philip Eby, Jerry Steinman  
Administrators - Jeremy Wiker, Rachel Hetzel

Policy

Chair - Grant Keener

Members - Jason Breckbill, Brian Conroy

Administrators - Dr. Peart, Mr. Katch (interim), Mike Moeller, Rachel Hetzel

There will be a list of tour dates that will be sent out to all of the Board members for April. Mr. Wimer encouraged the Board members to take a tour, which involves seeing all three campuses in a day.

**President's Notes -**

Mr. Wimer went to an industry meeting on Tuesday and he made a connection with a gentleman who was on a school board in Illinois. Jason Blake was the gentleman that he was speaking to and he is a president of the Petroleum Equipment Institute. The company is involved with gas tanks, fueling and various other things. They are looking for 30 schools to be able to partner with and he shared that he would like to partner with the CTC.

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

Mr. Conroy asked what would be the process to get the SWEAT Pledge program into all of the schools. Mr. Wimer asked Mr. Conroy to explain what the SWEAT program was. He then explained that it is 12 statements that Mike Rowe has come up with to question your ethics. Mr. Conroy also shared that he is bringing back to his school board to try to get it implemented there.

**ADJOURN**

Mr. Wimer called for an adjournment at 8:35 P.M. of the JOC Meeting.

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

**The next JOC meeting will be held on February 26, 2026 at the Mount Joy Campus.**

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Mrs. Desiree Wagner, Secretary

1/22/2026