

Planning & Development Committee Meeting

Meeting Information			
Meeting Date / Time:	January 23, 2025 6:00 - 6:30 PM	Location:	Brownstown
LCCTC Administrator	Mr. Mike Moeller	Purpose of meeting:	Committee Meeting
Chairman:	Chris Straub	Recording Secretary:	
Purpose Statement:	Provide guidance and review activities at the LCCTC for the planning and development of future programming. The Planning and Development committee commits to ensure that projects and programs align with the mission of the school while providing services that align and partner with community resources and needs for the betterment of our students and workforce. Members of the planning and development committee will keep the interest of students and school goals at the forefront of the future development of LCCTC programming.		
Committee Members			
Chris Straub-PM	Steve Riehl- Pequea Valley	Brian Conroy- ELANCO	
Mike Moeller- Supervisor of Curriculum	Rachel Hetzel- Director of Technology	Karin Shipman- Student Services Director	
Members present: Steve Riehl, Mike Moeller, Rachel Hetzel, Karin Shipman			

Topics
<p><u>PLANNING AND DEVELOPMENT COMMITTEE</u> Chair – Chris Straub Members – Brian Conroy, Steve Riehl Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel</p> <p>Started at 6:04 pm</p> <p><u>Action Items</u></p> <ul style="list-style-type: none"> ● Overnight Field Trip <ul style="list-style-type: none"> ○ Willow Street FFA to attend the PA FFA State Convention held at Penn State University - June 10-12, 2025 ○ Brownstown SkillsUSA Officer Training - Altoona CTC - January 30th - 31st Mike Moeller reviewed the overnight trips. ● <u>Welding Pilot- 3 Year Pilot</u> Mike reviewed that only 7 districts can take advantage of the program. As students drop, we can not back fill those open seats. Discussion on how the program came to be - trying to impact the waitlist and providing opportunities for students to start earlier. Challenges with districts being able to take advantage of the program due

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to scheduling and transportation issues. Challenges with learning losses in the gap semesters between the levels.

Transitioning back to a full-day program allows all districts to participate and reduces the senior level waitlist.

- [2025-2026 School Calendar](#)
Discussed the two options presented. Option one is closest to what has always been done. Option two reflects the need for support staff and admin to use vacation time over the holiday break.
- Student Handbook Update
Updates to Discipline Guidelines to include Code of Student Conduct/Discipline Guidelines

Approve Planning and Development Committee Report – Vote

Informational Items

- [Review Work-Based Learning Handbook for February Approval](#)
For review. Changes in red. To be brought back for action next month.
- [Review Follow-up and Placement Plan for February Approval](#)
Discussed Accreditation in September and the need for plans to be reviewed.
- La Academia- would like to partner and develop MOU
La Academia is a charter school interested in working with LCCTC to enroll students. Discussion on what enrollment would look like. Are we interested in pursuing an agreement? Are there restrictions? Test as pilot program/run MOU on an annual basis/run like homeschool students with limited enrollment list.
Board would appreciate having an update each year and hearing how the program is going.
Run cost on highest district cost. Will be filling empty seats that wouldn't normally fill.
- [Application Status Secondary 2024-25](#)
- [Enrollment Status Post-Secondary 2024-25](#)

Field Trips

Date(s)	Place	Program/Campus
1/3/25	Pa Farm Show, Harrisburg	Photo & Dig Design - BT
1/16/25	Smuckers Meats & Nissley Brothers Farm, MJ	APST - WS
1/24/25	SWF Industries, Wrightsville	Metal Fab & Prec Mach - MJ
1/24/25	PA Farm Show - HATA, Harrisburg	Intro Automotive - WS
1/28/25	Farm & Home Center, Lancaster	APST - WS
2/7/25	Shady Maple, East Earl	APST - WS
2/19/25	Kopec Vet. , Marietta	APST - WS
2/25/25	Green Meadow Farms, Leola	APST - WS
3/19/25	Masonic Village, Elizabethtown	Culinary - MJ
4/8/25	Lebanon Expo, Lebanon	APST - WS (Date Change)

Topics for Next Month:

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Ended at 6:39 pm