

Joint Operating Committee Minutes DRAFT
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Monday December 8, 2025
Willow Street Campus

Attendees: Andrew Welk, Brian Conroy, Debra Sturgis, Desiree Wagner, Grant Keener, Jason Breckbill, Jerry Steinman, Justin Wimer, Menno Riggelman, Dr. Molly Henderson, Phil Eby, Sandra Duncan, Steve Riehl

Absent: Matt Beakes

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

Recognition of Students started at 7:00 p.m.

Students of the Month

Brownstown

- ★ Davyd Odemchuk, a student from the Conestoga Valley school district in our Introduction to Transportation AM program.
- ★ Luke Wood, a student from the Manheim Township school district in our Cabinetmaking program.

Mount Joy

- ★ Alicia Pruitt, a student from the Elizabethtown school district in our Advanced Health Careers PM program.
- ★ Nathaniel Latsha, a student from the Hempfield school district in our Introduction to Manufacturing PM program.

Willow Street

- ★ Emily Fischer, a student from the Conestoga Valley school district in our Patient Care Technician program.
- ★ Daryn Roush, a student from the Elizabethtown school district in our Welding Level 2 program.

Greeting Card Winners 2025

WELCOME

Mr. Wimer called the December Reorg meeting to order at 7:18 PM.

ANNOUNCEMENT OF EXECUTIVE SESSION Mr. Wimer announced the JOC held an executive session prior to tonight's meeting for personnel matters.

PLEDGE OF ALLEGIANCE

ROLL CALL

LISTING OF JOC MEMBERS

- Desiree Wagner, Cocalico School District
- Sandra Duncan, Columbia Borough School District
- Philip Eby, Conestoga Valley School District
- Debra Sturgis, Donegal School District
- Brian Conroy, Eastern Lancaster County School District
- Menno Riggelman, Elizabethtown Area School District
- Jason Breckbill, Ephrata Area School District
- Grant Keener, Hempfield School District

- Andrew Welk, Lampeter-Strasburg School District
- Molly Henderson, School District of Lancaster
- TBD, Manheim Central School District
- TBD, Manheim Township School District
- Matt Beakes, Penn Manor School District
- Steve Riehl, Pequea Valley School District
- Justin Wimer, Solanco School District
- Jerry Steinman, Warwick School District

ELECTION OF OFFICERS- Mr. Wimer will call for the election of a temporary chair.

The temporary chair will review the current officers and will open for any nominations for the open positions. They will then proceed with the elections. Once the Chairperson is elected, the temporary chair will turn the remainder of the agenda over to the newly elected Chairperson. (This will be a voice vote)

Mr. Wimer opened the floor for nominations for a JOC Temporary Chair.

Mr. Grant Keener was nominated for JOC Temporary Chair. There were no other nominations.

Mr. Breckbill motioned and Mr. Riehl seconded to nominate Mr. Grant Keener for JOC Temporary Chair. 11 members that were present voted in favor of Mr. Grant Keener as JOC Temporary Chair. Mrs. Sturgis voted Nay. The motion was carried.

Mr. Keener then read off the list of officers.

CURRENT OFFICERS

Chair.....Mr. Justin Wimer, Solanco School District
 Vice-Chair.....Mr. Andrew Welk, Lampeter-Strasburg School District
 Secretary.....Mr. Christopher Straub, Penn Manor School District
 (to finish the remainder of the term ending June 30, 2025 and from July 1, 2025- December 8, 2025)
 Assistant Secretary.....Mrs. Mara Creswell McGrann, School District of Lancaster
 (to finish the remainder of the term ending June 30,2025 and from July 1, 2025- December 8, 2025)
 Treasurer.....Mr. Steve Riehl, Pequea Valley School District
 (to finish the remainder of the term ending June 30, 2026)

ELECTED OFFICER TERMS

Chair Person.....
 (term December 8, 2025 - November 30 , 2026)
 Vice Chair Person.....
 (term December 8, 2025 - November 30, 2026)
 Secretary.....
 (to finish the term July 1, 2025 - June 30, 2029)
 Assistant Secretary.....
 (to finish the term July 1, 2025 - June 30, 2029)

Mr. Keener asked if there were any nominations for the JOC Chair.

Mr. Welk nominated Mr. Justin Wimer for JOC Chair. There were no other nominations.

Mr. Welk motioned and Mr. Riehl seconded the nomination for Mr. Justin Wimer for JOC Chair.

All 12 members present voted in favor of Mr. Justin Wimer as JOC Chair for the 2025-2026 term. Motion was passed.

Mr. Keener then said to Mr. Wimer that he could take over the meeting.

Mr. Wimer asked if there were any nominations for the JOC Vice Chair.

Mr. Keener nominated Mr. Andrew Welk for the JOC Vice Chair. There were no other nominations.

Mr. Keener nominated and Mrs. Duncan seconded the nomination of Mr. Andrew Welk for the JOC Vice chair.

11 members present voted for Mr. Andrew Welk as JOC Vice Chair for the 2025-2026 term and Mrs. Sturgis voted nay.

Motion was passed.

Mr. Wimer asked if there were any nominations for the JOC Secretary.

Mr. Riehl nominated Mrs. Desiree Wagner for the JOC Secretary. There were no other nominations.

Mr. Riehl nominated and Mr. Keener seconded the nomination of Mrs. Desiree Wagner for the JOC Secretary.

All 12 members present voted in favor of Mrs. Desiree Wagner as JOC Secretary for the term ending June 30, 2029.

Motion was passed.

Mr. Wimer asked if there were any nominations for the JOC Assistant Secretary.

Mrs. Sturgis nominated Mrs. Sandra Duncan for the JOC Assistant Secretary. There were no other nominations.

Mrs. Sturgis nominated and Mr. Welk seconded the nomination of Mrs. Sandra Duncan for the JOC Assistant Secretary.

All 12 members present voted in favor of Mrs. Sandra Duncan as JOC Assistant Secretary for the term ending June 30, 2029. Motion was passed.

APPOINTMENT OF SUPERINTENDENT OF RECORD

Mr. Wimer called for the appointment of Dr. Kevin Peart as the Superintendent of Record.

Mr. Welk motioned and Mrs. Sturgis seconded the appointment of Dr. Kevin Peart as the Superintendent of Record. All 12 members present voted in favor.

ADJOURN - Mr. Wimer will call for adjournment of the reorganization meeting and to go into the regularly scheduled agenda meeting.

Mr. Breckbill motioned and Mrs. Sturgis seconded the motion to adjourn the reorganization meeting and to go into the regularly scheduled meeting. All 12 members present voted in favor.

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

Mr. Riehl motioned and Mr. Breckbill seconded the motion to approve the agenda. All 12 members present voted in favor.

INTRODUCTION OF NEW MEMBER

- Philip Eby - Conestoga Valley School District
- Matte Beakes - Penn Manor School District
- Molly Henderson - School District of Lancaster
- Jerry Steinman - Warwick School District

APPOINTMENT OF JOC REPRESENTATIVE

- **FOUNDATION BOARD**

- 5 meetings throughout the year

- Dr. Henderson said that she would be willing to be the JOC representative. Mr. Welk agreed to be the alternate representative.

- **GENERAL ADVISORY COMMITTEE (GAC)**

- 3 meetings throughout the school year

- Mrs. Sturgis and Mrs. Wagner both said that they would be willing to be the JOC representatives of the GAC.

- Mr. Wimer shared that we may be able to have more than 1 representative from the JOC as representatives if there is a need.
- **Potential GAC (LAC) Member**
 - Randy Doxzon

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 A PAC Meeting was held on November 4, 2025 at the Mount Joy campus.

Dr. Frey and Mr. Moeller took the members on a tour of the Metal Fab program as well as potential locations for program space. A number of topics were discussed such as, CTE program expansion, committee update, skill alignment charts, and safety enhancements. All enhancements were made possible with grant funding. The limited enrollment list, our current enrollment numbers and a number of informational items were also discussed. The next PAC meeting will be held virtually on January 6, 2026.

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

Minutes of the October 23, 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 – October, November - Mr. Moeller provided the committee with updates.

- Mr. Moeller said that for our federal Perkins grant, which is our largest grant, a comprehensive local needs assessment (CLNA) must be done for the grant. There was a meeting on Friday so that the information can be put into the state system so that another grant can be applied for. This is done every year. Mr. Moeller shared that we worked with our regional CTC’s on zoom in nine different breakout rooms for this. There were 130 members who attended the meeting.
- For our safety grant, Ms. Hetzel worked with a company to install fiber down at the Lions Club additionally there were updated lights installed at the Mount Joy Campus.
- Safe school safety grants will be coming and facilities will be able to replace the boilers at other campuses.

Approve 2026 JOC Meeting Schedule

Secondary Update

- Mr. Moller shared that on November 19, 20, and 21, our SkillsUSA chapters from all three campuses attended the SkillsUSA Central Region Leadership Workshop in Harrisburg. Students attended leadership seminars, had fun at an in-house carnival, competed in a tricycle race - and visited the state capitol! At the conference’s formal dinner, Mr. Dave Ecenrode, our Architectural CAD and Design instructor and a Brownstown SkillsUSA advisor, was recognized for his longtime dedication to the organization
- Student Tours took place in October. The 8th grade tours were held on 10/1/2025 and there were 1,155 students. The 10th and 11th graders' tours were held on 10/10, 10/15, 10/16, 10/17, 10/21, 10/22, and 10/23 and there were 976 students.
- The Lancaster County Career & Technology Center held in-person Open House sessions - with one evening per campus - from 5 p.m. to 7 p.m. on November 11, 12, 13, 2025. Prospective students and families met with instructors from dozens of career and technology programs to learn about in-demand, highly-skilled professions.
- Applications opened November 1st. The numbers as of 12/03/2025, after 4 ½ weeks of being open were: 1,144 new student applications, 568 returning student applications with a total of 1,712 applications.

- The LCCTC participated in the regional TechLink regional CLNA meeting on December 4th, 2025. Well over 100 participants provided feedback and suggestions to area career and technical schools designed to strengthen career and technical programming for students. Lancaster County had representatives from several different industries as well as 6 LCCTC employees participate in the meeting. Mr. Moeller facilitated one of the 9 breakout groups.
- Extra Give took place on Friday, November 21, at all three campuses. The Foundation received \$24,743. There were stations set up and treats were offered to those who visited and donated. Brownstown, Mount Joy, and Willow Street compete, each year, to raise the most money. Mount Joy was the winner again this year.
- LCCTF Teacher Innovation Grant Awards were approved by the Foundation. Mr. Moeller is going to send an email to the JOC members. Mr. Staub the Intro to Construction teacher is interested in having guest speakers come in and discuss topics for the students.
- We had 3 students complete the nurse aid program and are eligible to take the CNA exam.
- Kylee Hlavaty class of 2025 will be receiving the FFA Keystone Degree at the PA Farm Show on January 12, 2026. Mr. King shared that every year that he has worked for the CTC we have had a winner.

Post-Secondary Update

Mr. Dave Smith introduced Dr. Judi Brendle, our new Director of our Practical Nursing program as of November 5. Dr. Brendle comes to us from Reading Area Community College.

December is the end of our Fall term:

- The 43 students making up Cohort 170 will be graduating and having their pinning ceremony on December 19 at Masonic Village up in Elizabethtown.
- Tomorrow, December 9, 11 welding students, 9 in Welding Technology, and 2 in our Advance welding class will be graduating. 7 of the 9 students in Welding Technology have already secured positions. There is still 1 student who is looking and another student who is not interested in pursuing a career in Welding. The 2 Advance Welding students are already working in the field.
- In addition, we will have 11 students completing our 10 week Basic Welding class around December 17.
- 7 students have finished up the classroom part of our EFDA program and now need to complete 120 hours of externship/clinic time.
- Our Automotive Technology Associate in Specialized Technology program finishes this Friday. 5 students have completed the program including 2 dual enrolled students from the Penn Manor School District.

Mr. Katch shared that a year ago he was approved as the interim Director of the school. He thanked everyone for believing in him. He shared that tonight we are here with another great opportunity. During the last year we were able to accomplish and navigate through opportunities and challenges that helped us to grow as a school. The administrators and supervisors were very professional, and they were great stewards to the community and to the maintaining of the CTC. He appreciates their input, their patience and their everyday work ethic. Mr. Katch thanked Ms. Dudley for working well with him during his tenure.

Mr. Wimer thanked Mr. Katch and he shared that the board greatly appreciated the work that he has done with supporting, helping and for just stepping into the role during the season that we're going through.

Mr. Keener motioned and Mr. Breckbill seconded to approve the Director's Report. All members present voted in favor.

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – Debbie Sturgis

Members – Brian Conroy, Dr. Molly Henderson

Administrators – Jodi Schuler, Jeremy King

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
Laurie Audia	Full-Time Evening PN Instructor	11/01/2023	12/23/2025	Health Sciences
David Ecenrode	Architectural/CAD Instructor	08/22/2001	Retirement - at the conclusion of the 2025-26 School Year	Brownstown
Lauren Mascianica	Part-Time PN Instructor (to be utilized as a sub)	08/19/2024	11/20/2025	Health Sciences
Ronald Reis	Full-Time 2nd Shift Custodian	02/27/2023	11/13/2025	Willow Street
Susan Snyder	Introduction to Culinary Arts Instructor	09/07/1993	Retirement - at the conclusion of the 2025-26 School Year	Mount Joy
Marla Urey	Part-Time PN Instructor (to be utilized as a sub)	11/29/2022	10/27/2025	Health Sciences

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Olivia Bernardini	Full-Time PN Instructor	\$82,006.30 (Column B, Step 2, prorated based on the number of days in the position), benefits eligible, exempt, 235 days	12/08/2025	Health Sciences
Theresa Bright	Part-Time Adult Ed Administrative Assistant	\$17.83 per hour, no benefits, non-exempt, 12 months	12/02/2025	Mount Joy
Patricia Miller	Part-Time Daytime Practical Nursing Instructor	\$48.69 per hour (Column B, Step 2), enhanced benefits eligible, exempt, approximately 1,150 Hours per year	12/15/2025	Health Sciences
James (Rick) Plowmaker	Full-Time 2nd Shift Custodian	\$15.89 per hour, benefits eligible, non-exempt, 12 months	12/08/2025	Brownstown
Dr. Scott Long	Administrative Director	\$165,000 (prorated based on the number of days in the position), Eligible for all benefits included in the current Act 93 Benefit Plan, exempt, 12-months, transfer all residual Sick days, eligible for pay increase in July pending a satisfactory evaluation	On or before 2/9/26	Willow Street

Action Items

- Theresa Bridwell - \$300 stipend for filling the duties of Assistant Director of Practical Nursing on 11/5, 11/6 and 11/7/25
- 2025-2026 Column Movement Requests
- Motion to authorize LCCTC administration to provisionally hire an Assistant Director of Practical Nursing between the December 2025 and January 2026 Joint Operating Committee (“JOC”) meetings, subject to the final JOC approval of any such hirings at its January 22, 2026, meeting.

- Job Description: PN Success Coach/Perkins Coordinator
- FMLA:
 - #1733, Willow Street, 11/20 - 12/5/2025
 - #11588, Health Sciences, 11/17 - 12/23/25
- Marketing Coordinator Co-Op Students:
 - Remove: Janae Rohrer, Photography, Brownstown Campus
 - Add: Dezaray Kimes, Photography, Brownstown Campus, start date 12/03/25
 - Updated start date: Zoey Mohler, Interactive Media, Brownstown Campus, start date 11/10/25

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

Mr. Wimer wanted to thank everyone who has been through this long process. He appreciates the support for himself and the committee team during this process.

Dr. Long thanked everyone for the support and being welcoming.

Mr. Keener wanted to thank Dr. Long for sticking with us as long as we have stuck with him.

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Menno Riggleman, Matt Beakes

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

Mrs. Duncan asked Mr. Klein to provide the Building & Property Committee report.

Informational Items

- Brownstown Updates
 - Water softener will be put in
 - HVAC Split units rooms 210,222
- Mount Joy Updates
 - Pending quotes for Hot water heater/boilers
 - Daycare Sprinkler heads
- Willow Street Updates
 - Exterior Lighting (Safety Grant)
 - Auction complete with H.K.Keller (\$28,080.50)
- Health Science Updates
 - Flooring install TBD
 - Sprinkler Head replacement/repairs
- Bus Driver List Dec 2025

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Steve Riehl

Members – Desiree Wagner

Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel

Mr. Riehl provided the Planning & Development Committee report.

Action Items

- 2027-2028 Holiday Schedule
 - Martin Luther king day was added
- Occupational Advisory Committee Lists

- Strategic Plan 2025-2028

Mrs. Duncan motioned and Mrs. Wagner 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
- Review Teacher Innovation Grants
- Affiliation Agreements:
 - Beittel-Becker Pediatrics
 - Tower Health

Field Trips

Date(s)	Place	Program/Campus
11/14/25	Allen Myers Quarry, Paradise	HEO - BT
11/18/25	Mount Joy CTC, Mount Joy	PSC - MJ
11/20/25	Electron Energy, Lancaster	Electrical/Precision - MJ
11/20/25	Spooky Nook, Manheim	PSC - MJ
11/24/25	MCC Material Resource Center, Ephrata	Art CAD - BT
12/3/25	Smuckers Meats & Nissley Brothers	APST - WS
12/4/25	ATC, Exton	Auto - WS
12/4/25	Conestoga Wood Speciality, East Earl	Cabinetry & Painting - BT
12/8/25	MCC Material Resource Center, Ephrata	Art CAD - BT
12/9/25	ATC, Exton	Auto - WS
12/16/25	S & A Dairy & Powl Feed	APST - WS
12/18/25	Masonic Village Farm & Market, , Elizabethtown	APST - WS
1/27/26	Lancaster Farm & Home Ctr, Lancaster	APST - WS
2/25/26	Powl Feed Expo, Solanco Fairgrounds	APST - WS
4/2/26	Paradise Energy Solutions/Solar Fields, New Holland	Electrical - BT

FINANCE COMMITTEE

Chair – Andrew Welk

Members – Phil Eby, Jerry Steinman

Administrators – Jeremy Wiker, Rachel Hetzel

Mr. Welk provided the Finance Committee report.

Financial Reports

- Treasurer’s Reports:
 - General Fund - October
 - Cafeteria Fund - October
 - Capital Reserve 2001 - October

- Capital Reserve 2018 - October
- Production & Activity Accounts October
- Bill Payment: Listing, Summary
- General Fund - Bill Payment List - October
- 2001 Capital - Bill Payment List - October
- 2018 Capital - Bill Payment List - October
- Internal Service Fund Report - Health October
- Internal Service Fund Report - Unemployment October

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

- Permission to Bid: X-Ray Equipment

Seeking Approval

- 2026-27 Secondary Education Budget, One-Page Summary
- CCRES Agreement Amendment
- InfanTREE Agreement
- DC Gohn 3rd Addendum
- Updated 2025-26 Specialized Staff Salary Wage Ranges

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

Informational Items

- Highmark Health Insurance Renewal
- IU-13 Medical Supplies Bidding Program Participation Agreement
- IU-13 Instructional Classroom Supplies Bidding Program Participation Agreement
- Educational Data Systems Inc Agreement
- MOU Reunification Mount Joy
- Agreement for Restaurant POS System
- Onbase Renewal
- Foundation Teacher Innovation Grant Awards 25-26

POLICY COMMITTEE

Chair - Grant Keener

Members - Jason Breckbill

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

Mr. Keener provided the policy committee report.

Action Items

Policies for 1st Read

- 102 VOL IV Academic Standards
- 122 VOL IV Extracurricular Activities
- 246 School Wellness Secondary
- 808 Food Services

Policies for 2nd Read and Approval

- 105 VOL IV Curriculum
- 122.3 VOL IV Non-School Sponsored Student Groups

The next Policy Committee Meeting will be in January.

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

OLD BUSINESS

NEW BUSINESS

- Board Recognition Dinner will be on February 26, 2026 at the Mount Joy Campus at 5pm..
- Committee Selection Form will be sent to the two new JOC Board Members when they have been chosen via email for 2026.

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

President's Note

Mr. Wimer shared that the appreciation breakfast for the teachers, staff, administration, the support staff and the nursing facility was well received. JOC representatives attended each campus. He received an email from one of the teachers saying that they appreciated the JOC for having the breakfast.

ADJOURN

Mr. Wimer called for an adjournment at 8:22 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on January 22, 2026 at the Brownstown Campus.

Desiree Wagner, Secretary

12/08/2025