

## Planning & Development Committee Meeting

Meeting Information			
<b>Meeting Date / Time:</b>	March 27, 2025 <b>6:00 - 6:30 PM</b>	<b>Location:</b>	Willow Street
<b>LCCTC Administrator</b>	Mr. Mike Moeller	<b>Purpose of meeting:</b>	Committee Meeting
<b>Chairman:</b>	Chris Straub	<b>Recording Secretary:</b>	Karin Shipman
<b>Purpose Statement:</b>	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	Desiree Wagner-Cocalico
Mike Moeller- Supervisor of Curriculum	Rachel Hetzel- Director of Technology	Karin Shipman- Student Services Director	
Members present: Chris Straub, Steve Riehl, Brian Conroy, Desiree Wagner, Mike Moeller, Rachel Hetzel, Karin Shipman			

Topics
<p><b><u>PLANNING AND DEVELOPMENT COMMITTEE</u></b>  <b>Chair – Chris Straub</b>  <b>Members – Brian Conroy, Steve Riehl, Desiree Wagner</b>  <b>Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel</b></p> <p>Meeting started at 6:03 pm</p> <p><b><u>Action Items</u></b></p> <ul style="list-style-type: none"> <li>● Out of State Field Trip                             <ul style="list-style-type: none"> <li>○ Washington DC on May 2, 2025 - Intro to Visual = BT &amp; WS (This is a correction from Feb Agenda Mtg)</li> </ul> <i>Revision from last month. Adding</i> </li> <li>● Act 80 Day Approval-(June 2, 2025)- calendar will be updated to reflect the Act 80 Approvals. <i>Snow day in February. Seeking approval of an Act 80 Day for professional development.</i></li> </ul> <p>Approve Planning and Development Committee Report – Vote</p>

## Planning & Development Committee Meeting

### Informational Items

- [Application Status Secondary 2025-26](#)

*Discussion on low-enrolled programs and the plan to promote enrollment in those programs. Instructors getting out to the districts to showcase their programs. Providing substitute coverage to allow the instructors release time to meet with district staff and students. Importance of connections between our instructors and the district instructors to build relationships. Concerns with the volume of students on the waitlist. Need to hold conversations to see how we move forward. Some programs are more easily offered at the district, such as web design. Discussion on Early Enrollers and Homeschool students and where they fall in the process of enrollment into a program. Discussion on numbers, tracking of enrollment numbers for the program report cards. Look at reasons why the numbers are low. Is it because the districts are offering the same programs? The process is a three-year process based on applications and enrollment.*

- [Enrollment Status Post-Secondary 2024-25](#)

- Summer Camp Dates 6/9-6/12/25 BT and WS Campus  
*Usually have a total of 120 students, 60 at each campus.*

- [LLIU13 ELECT Agreement 2025-2030](#)

*Pregnant and Parenting program offered through Lancaster-Lebanon Intermediate Unit.*

- ClassMate Discontinuation

*Discontinuing usage and access to ClassMate.*

- Affiliation Agreements

- [Elizabethtown Animal Hospital](#)
- [Wakefield Animal Hospital](#)
- [Smoketown Animal Hospital](#)
- [Agreements with 6 Ambulance Organizations for Protective Services](#)

### Field Trips

Date(s)	Place	Program/Campus
4/1/25	Lebanon Expo Center, Lebanon	SkillsUSA - WS
4/2/25	Lebanon Expo Center, Lebanon	SkillsUSA - WS
4/3/25	Woerth It Hollow, Kirkwood	APST - WS
4/9/25	Highland Tanks, Manheim	Welding - MJ
4/14/25	Millport Conservancy, Lititz	Carpentry - MJ
4/14/25	Lancaster County Christian Day, Lancaster	Painting- MJ
4/22/25	Millport Conservancy, Lititz	Carpentry - MJ
4/28/25	Millport Conservancy, Lititz	Carpentry - MJ
4/30/25	The Franklin Institute, Philadelphia	Health Cluster - WS
5/5/25	Millport Conservancy, Lititz	Carpentry - MJ
5/6/25	Millport Conservancy, Lititz	Carpentry - MJ
5/8/25	Kentuck Knob & Fallingwater, Mill Run PA	Art CAD - BT
5/14/25	Intertek, York	Art CAD - BT
5/16/25	Philadelphia Zoo, Philadelphia	Vet Tech - WS
5/22/25	Knoebels, Elyburg	SkillsUSA - All Campuses

Meeting ended at 6:33 pm