

Planning & Development Committee Meeting

Meeting Information			
Meeting Date / Time:	April 24, 2025 6:00 - 6:30 PM	Location:	Brownstown
LCCTC Administrator	Mr. Mike Moeller	Purpose of meeting:	Committee Meeting
Chairman:	Chris Straub	Recording Secretary:	Karin Shipman
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	Desiree Wagner-Cocalico
Mike Moeller- Supervisor of Curriculum	Rachel Hetzel- Director of Technology	Karin Shipman- Student Services Director	
Members present: Chris Straub, Fred Hertzler, Desiree Wagner, Mike Moeller, Rachel Hetzel, Karin Shipman			

Topics
<p><u>PLANNING AND DEVELOPMENT COMMITTEE</u> Chair – Chris Straub Members – Brian Conroy, Steve Riehl, Desiree Wagner Administrators – Michael Moeller, Karin Shipman, Rachel Hetzel</p> <p>Meeting started at 6:03 pm</p> <p><u>Action Items</u></p> <ul style="list-style-type: none"> ● FID Application Approval JOC approval is needed prior to submitting to the state. FID was not applied for last year. Two-hour delays were determined to not be used last year. Delays this year were more than in prior years. Two-hour delays were brought back this year. Directions were given to submit for FID for future years. Will have 5 FID days to use, if approved. Question on how attendance is on virtual days. Still good, but in-person is always better. ● Adult Education Catalog Adult Ed Catalog includes updated tuition rates and calendar. Tuition rates were previously approved by JOC. ● End of School Year Calendar Update

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PDE did not approve our Act 80 Days. We need to add 3 additional days to cover Friday, September 20, 2024; Friday, October xx, 2024 and February 6, 2025.

Will be Friday, May 30, Monday, June 2 and Tuesday, June 3, 2025.

We have job shadowing, community service, JA Inspire options or college visits for students to complete on those days.

Admin is planning the activities. Teachers will be presenting to students and assisting students in their selection and preparation of the activities.

Teachers will have virtual in-service day on Monday, June 2, 2025. Mike M. shared the in-service items in Canvas from the April 21, 2025 In-service day to showcase what the instructors were asked to do, and what they will be doing on June 2, 2025.

Mike M showed the draft items in Canvas for the 3 end-of-year student days.

Approve Planning and Development Committee Report – Vote

Informational Items

- [Application Status Secondary 2025-26](#)
Will need to start conversations on the best ways to address waitlists. We are in a holding pattern until a permanent director is hired.
- [Enrollment Status Post-Secondary 2024-25](#)
- Affiliation Agreements
 - [Dr. Rick Leibold](#)
 - [Garden Spot Dental Care](#)
 - [Toothsmith's Inc](#)
 - [Kusienski Endodontics](#)
 - [Smilebuilderz](#)
 - [Oxford Family Dentistry](#)

Approval of agreements for Dental facilities.

Field Trips

Date(s)	Place	Program/Campus
4/15/25	A.I. Training, Quarryville	APST - WS
4/16/25	A.I. Training, Quarryville	APST - WS
4/22/25	Willow Valley Communities, Willow Street	Culinary Cluster- MJ
5/16/25	LCFA Fire Expo. Harrisburg	PSC - MJ
5/22/25	Shady Maple, East Earl	Culinary Cluster- MJ
5/27/25	Roots Market, Mount Joy	Culinary Cluster - MJ

Meeting ended at 6:33 pm