

Planning & Development Committee Meeting

Meeting Information			
Meeting Date / Time:	May 22, 2025 6:00 - 6:15 PM	Location:	Mount Joy
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, Steve Riehl, Desiree Wagner, Mike Moeller, 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>6:05 PM</p> <p><u>Action Items</u></p> <ul style="list-style-type: none"> ● 2025-2026 School Calendar - Revised <i>FID Days approved. Changed April 6 from in-service to snow make-up, removed the Act 80 Day on 10/10/2025 and made it a regular in-service day, moved the last day of school to ensure 180 instructional days.</i> <i>Question on 180 days vs 990 hours. CTC needs to hold 180 instructional days since some of our students do not meet the 990 hours due to our busing schedules.</i> ● COE Institutional Plans (not ready yet- will be June) <i>Due to unforeseen circumstances plans will be brought to JOC in June.</i> <p>Approve Planning and Development Committee Report – Vote</p>

Informational Items

- Application Status Secondary [2025-26](#)
*Review of next year’s numbers. Looking at ways to address the waitlist. Mr. Redcay has gone out to districts to promote the program.
 Mr. Riehl asked about low enrolled programs. Mr. Moeller shared the process with the program report cards.
 Discussed the space at Mount Joy and the possibility of program additions at that campus. The room has overhead doors so we could look at transportation, carpentry or manufacturing.
 Will need to coincide with the application window. Requires PDE approval, inclusion in the budget, time to promote for student enrollment.
 Program closures require presentation to the State.*
- Enrollment Status Post-Secondary [2024-25](#)
- [NOCTI Data](#)
*Scores are good. Mr. Reihl said he is hearing good things. We need to celebrate the good things we are doing.
 Having distinct conversations about what space is available in the districts where we can partner for programs.*
- [Bus Driver List May 2025](#)
- Flexible Instructional Day (FID) Approval

Field Trips

Date(s)	Place	Program/Campus
4/30/25	Penn Croft Alpaca & Pine View Dairy, Lancaster	APST - WS
5/1/25	Sauder Eggs, Lancaster	APST - WS
5/6/25	Millport Conservancy, Leola	APST - WS
5/14/25	Sweeterie, Chocolate, Hershey	Baking - MJ
5/20/25	Lancaster DHIA, Manheim	APST - WS
5/21/25	Rohrer & Central Manor Dairies, Washingtonboro	ASPT - WS
5/22/25	Stoney Path & Oregon Dairies, Lititz	APST - WS
5/23/25	Classic Auto Mall, Morgantown	Intro to Auto - WS

6:18 pm