

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday April 23, 2026
Brownstown Campus

Policy Committee	4:30 PM
Personnel Committee	6:15 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 4/22/2026 @ 2:00 PM
Executive Session	6:30 PM Prior to JOC meeting for Personnel

Students of the Month - March

Brownstown

- ★ Caitlin O’Byrne, a student from the Manheim Central school district in our Architectural CAD program.
- ★ Janae Rohrer, a student from the Donegal school district in our Photography & Multimedia Communications program.

Mount Joy

- ★ Zachary Hohl, a student from the Cocalico school district in our Precision Machining & Computer - Aided Drafting
- ★ Brodie Clark, a student from the Columbia school district in our Culinary Arts program.

Willow Street

- ★ James Sterbinsky, a student from the Penn Manor school district in our Automotive Technology program
- ★ Abrielle Martin, a student from the Warwick school district in our Veterinary Assisting program.

SkillsUSA Winners Introductions

Brownstown

- Alyssa Nessinger – Commercial Arts – Cocalico – Advertising Design (competition)
- Layla Pitts – Heavy Equipment Operations and Basic Maintenance – Hempfield – Painting and Decorating (competition)

Willow Street

- Carly Hoffman – Dental Asst. (HS) – Elizabethtown – Dental Asst. (HS) (competition)
- Ashton Gonzalez – Dental Asst. (Adult) – Dental Asst. (Adult) (competition)

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENT OF EXECUTIVE SESSION

APPROVAL OF AGENDA – JOC members will vote on approving the current agenda as presented.

PUBLIC PARTICIPATION* – The Chair will ask the audience if anyone wishes to formally comment.

SUPERINTENDENT’S REPORT – The Superintendent of Record will provide his report.

DIRECTOR'S REPORT-

[Minutes of the March 26, 2026 Board Meeting](#), [Authority Committee Minutes](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#).

MOU LCCTEA

[Local, State, and Federal Projects](#) - March – Mr. Moeller will provide the committee with any updates.
All changes from the previous meeting are reflected in red.

Secondary update

[SkillsUSA State Competition Winners](#)

Post-Secondary update

Approve Director's Report – Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – Debbie Sturgis

Members – Dr. Molly Henderson, Nicholas Marinaro

Administrators – Jodi Schuler, Jeremy King, Rachel Hetzel

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.

Resignations/Retirement:

Employee	Position Title	Start Date	Resignation Date	Location
David Brooks	Introduction to Culinary Arts Instructor	08/16/1999	Retirement At the conclusion of the 2025-26 School Year	Willow Street
Dean Fry	IT Technician	07/11/1994	Retirement 03/30/2026	Brownstown
Brian Pickell	Full-Time 2nd Shift Custodian	03/06/2026	Termination 04/23/2026	Brownstown

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Gerald Ames	Part-Time Adult Ed Automotive Technician Instructor	\$32.75 per hour, exempt, no benefits	08/10/2026	Willow Street
Joshua Kreider	Maintenance Technician	\$25.03 per hour, non-exempt, benefits eligible, 12-months	05/04/2026	Mount Joy
Jessica Myers	Architectural/CAD Instructor	\$67,148 (Column A, Step 7), exempt, benefits eligible, 189 days	Start of the 2026-27 School Year	Brownstown
Rafael Solano	Building & Property Maintenance Instructor	\$62,062 (Column A, Step 4), exempt, benefits eligible, 189 days	Start of the 2026-27 School Year	Mount Joy

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Jennifer Houser	Full-Time 1st Shift Custodian	Full-Time 1st Shift Custodian at Willow Street to Full-Time 2nd Shift Custodian at Brownstown	TBD	Brownstown

Action Items

- [2026 Summer Camp](#)
- [2026-2027 Specialized Staff Handbook](#)
- [2026-2027 Support Staff Handbook](#)
- Approve salary increases of 3.95% for eligible administrative staff per the Act 93 agreement, and also for specialized and support staff, pending satisfactory year-end evaluations
- [2026-2027 Part-Time Adult Ed Instructors](#)
- 2026-2027 Requests for Column Movement
 - Ryan Clark, from Column A (Interim Cert.) to Column E (BEQ)
 - Brandon Green, from Column E (BEQ) to Column F (BEQ+15)
 - Diane Lowery, from Column F (M+15) to Column G (M+30)
 - Erin Parmer-McFalls, from Column F (M+15) to Column G (M+30)
 - Ashley Seibert, from Column A (Interim Cert) to Column E (BEQ)
- Job Description Updates:
 - [Outreach Counselor](#)
 - [IT Tech](#)
 - [System Administrator](#)
- Fall 2026-27 General Education Instructors:
 - Donna Maslin: BIO 150 - General Human Anatomy and Physiology
 - Laura Myers: BIO 240 - General Microbiology
 - Alexander DiMarzio: MATH 120 - Technical Math
 - Paige McMahon: SOC 100 - Introduction to Sociology
- Unpaid Leave of Absence for #11400
 - 2/2/26 - 3/5/26 (FMLA)
 - 3/6/26 - 5/20/26 (Non-FMLA)
- Salary adjustment for Kimberly Navikas, FT Adult Ed Dental Hygiene Instructor, \$67,337.36 per year, effective April 27, 2026
- Salary adjustment for Cory Adams, System Administrator, \$70,000 per year, effective April 27, 2026.

Approve Personnel Committee Report – Vote

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Menno Riggleman, Matt Beakes

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

Informational Items

- **Brownstown Updates**
 - Door Swipe Access operational (Two mechanical locks ordered to complete)
 - Fire Alarm Panel / Devices Replacement (Capital) Ordered
- **Mount Joy Updates**
 - Boilers (One boiler leaking) (\$382,300) (Capital) Ordered
 - Hot water heater (\$112,160) (Capital) Ordered
 - Daycare Roof Restoration Quote (\$225K) PO Issued
 - Fire Alarm Panel / Devices Replacement (Capital) Ordered
 - Auction Items for Disposal, Keller to start in April

- Safety Grant for CDL trailer doors access PO Issued
- New Building & Property Space renovations started (Lighting) POs for Floors & Paint
- **Willow Street Updates**
 - Exterior Lighting (Safety Grant) Partial Complete, need to install two poles and lights
 - Front Roof section (\$408K) PO Issued Start end of April
 - Boiler replacement \$422,300 Ordered
 - Box Truck replacement on-going
 - Terrazzo repair for June
- **Health Science Updates**
 - Vending services to students moving forward
 - Next steps to plan future improvements

Facilities Use Rental Agreements

- [Vet Tech - Rabies Clinic WS - April 11, 2026](#)

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Steve Riehl

Members – Desiree Wagner, Ramon Rivera

Administrators – Michael Moeller, Karin Shipman, David Smith

Action Items

- Program Name Change: Introduction to Visual Communications (current name) to Introduction to Visual Arts

Approve Planning and Development Committee Report – Vote

Informational Items

- [Application Status Secondary 2026-2027](#) - 3/30/2026
- [Application Status Secondary 2026-2027](#) - 4/6/2026
- [Application Status Secondary 2026-2027](#) - 4/13/2026
- [Application Status Secondary 2026-2027](#) - 4/20/2026
- [Enrollment Status Post-Secondary 2025-26](#)
- [Vape-Free PA Schools Facilitator Agreement](#)
- Affiliation Agreements
 - [Lincoln Highway Veterinary Clinic](#)
 - [Manheim Pike Veterinary Hospital](#)
 - [Conestoga Oral Surgery](#)
 - [Brian Burke, DMD](#)
 - [Christiana Community Ambulance](#)
 - [Ephrata Community Ambulance](#)
 - [Lancaster EMS](#)
 - [First Aid and Safety Patrol](#)
 - [Wakefield Ambulance](#)
 - [Lancaster Behavioral Health Hospital](#)

Field Trips

Date(s)	Place	Program/Campus
4/16/26	DLT UP Vet Science Explor. Exper, Lebanon & Caristone Dairy Farm and Lancaster DHIA, Lancaster	APST - WS
4/17/26	Greiner Industries, Mount Joy	Metal Fab - MJ
4/28/26	Millport Conservancy, Lititz	HEO - MJ (weather permitting: Alt dates 4/29, 4/30,5/1)
5/5/26	Millport Conservancy, Lititz	Carpentry - MJ
5/7/26	ABC Construction,	Art CAD - BT
5/7/26	Millport Conservancy, Lititz	Art CAD - BT
5/8/26	Millport Conservancy, Lititz	Carpentry - MJ
5/13/26	HACC, Harrisburg	Health Cluster - BT & WS

FINANCE COMMITTEE

Chair – Andrew Welk

Members – Philip Eby, Jerry Steinman

Administrators – Jeremy Wiker, Rachel Hetzel

Financial Reports

- Treasurer's Reports:
 - [General Fund - March](#)
 - [Money Market Account - March](#)
 - [Cafeteria Fund - March](#)
 - [Capital Reserve 2001 - March](#)
 - [Capital Reserve 2018 - March](#)
 - [Production & Activity Accounts - March](#)
 - [Bill Payment: Listing, Summary](#)
 - [General Fund - Bill Payment List - March](#)
 - 2001 Capital - Bill Payment List - March - Nothing to Report
 - 2018 Capital - Bill Payment List - March - Nothing to Report
- [Internal Service Fund Report - Health - March](#)
- [Internal Service Fund Report - Unemployment - March](#)
- [13 Month Rolling Treasurer's Report Balances - March](#)
- [Financial Comparison Report](#)

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

- Permission to Purchase:
 - [Air Compressor](#)
 - [Dehumidifiers](#)
 - [Canopy](#)
 - [Floors in new Program Space](#)
 - [Painting new Program Space](#)
 - [Live Turret Lathe](#)
 - [Diamond Medical Beds](#) - pending receipt of the Competitive Equipment Grant from PDE
 - [Portable Electrical Learning Systems](#) - pending receipt of the Competitive Equipment Grant from PDE
- Permission to Bid:
 - Construction of Corridor at Mount Joy to connect new Program Space
- Permission to Award Bids/RFP:

- [Mini CNC Mill](#)

Seeking Approval

- [Lions Club Agreement](#)
- [DC Gohn Market Street Work](#)
- [HealthWorks Agreement](#)
- [Salary/Wage Ranges Updated](#)
- [IU 13 Bulk Fuel Procurement Renewal](#)
- [CSIU Renewals](#)
- [Legal Counsel Pool Renewal](#)
- [Items to be Disposed](#)

Approve Finance Committee Report – Vote

Informational Items

- [Casella One Year Extension](#)
- [Rx 'n Go Agreement](#)
- [Park City Marketing Contract](#)
- [Vector Security CDL Badge Access](#)
- [Liability Insurance Renewal](#)
- [Life Insurance Renewal](#)
- [Long-Term Disability Insurance Renewal](#)
- [LifeTrack Renewal](#)
- [ATI Amendment](#)

POLICY COMMITTEE

Chair- Grant Keener

Members – Brian Conroy, Jason Breckbill

Administrators – Dr. Peart, Dr. Scott Long, Mike Moeller, Rachel Hetzel

No action items

OLD BUSINESS

NEW BUSINESS

OPEN JOC DISCUSSION – The Chair will open the floor for JOC member comments.

ADJOURN

The next JOC meeting will be held on May 28, 2026 at the Mount Joy Campus.

**Public Participation in JOC Meetings*

The Joint Operating Committee requires that public participants be residents or taxpayers of participating school districts, any center employee, any center student, or anyone having a legitimate interest in a contemplated action of the Joint Operating Committee. Members of the public who desire to place a matter on the agenda for consideration by the Joint Operating Committee shall submit the item in writing to the Joint Operating Committee seven (7) days prior to the scheduled meeting. Members of the public who desire to be heard by the Joint Operating Committee at a regular or special meeting without prior notification shall be allotted time by the Chairperson, in compliance with law. The Chairperson shall recognize the participant and ask him/her to identify him/herself and whom s/he represents. Individuals will be limited to speaking for three (3) minutes. No participant may speak more than once on the same topic, unless all others who wish to speak on that topic have been heard. All statements shall be directed to the Chairperson or presiding officer; no participant may address or question Joint Operating Committee members individually. The Chairperson or presiding officer may:

1. *Interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.*
2. *Request any individual to leave the meeting when that person does not observe reasonable decorum.*
3. *Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.*
4. *Call a recess or adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting.*
5. *Waive these rules with the approval of the Joint Operating Committee.*

Additional information can be found in Policy 903, Public Participation in Joint Operating Committee Meetings.