

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Monday February 26, 2026
Mount Joy Campus

Attendees: Andrew Welk, Debra Sturgis, Desiree Wagner, Grant Keener, Jason Breckbill, Jerry Steinman, Justin Wimer, Matt Beakes, Menno Riggelman, Dr. Molly Henderson, Nicholas Marinaro, Philip Eby, Ramon Rivera, Steve Riehl

Absent: Sandra Duncan, Brian Conroy

Also Present: - Dr. Kevin Peart-Superintendent of Record, Dr. Scott Long - Administrative Director, 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, Jeremy King, Dr. Julie Frey, Justin Bruhn, Rachel Hetzel, Michael Arnt, Carl Warden, Jessica Drager

Students of the Month - January

Brownstown

- ★ Abigail Matos, a student from the Hempfield school district in our Commercial Art program.
- ★ Luke Rosenberger, a student for the Elizabethtown school district in our Material Handling & Logistics program.

Mount Joy

- ★ Gabrielle McNitt, a student from the Elizabethtown school district in our Introduction to Health Careers program.
- ★ Kimberly Volmar, a student from the School District of Lancaster in our Culinary Arts program.

Willow Street

- ★ Madison Wenger, a student from the Ephrata school district in our Animal Production & Science Technology program.
- ★ Victoria Hopple, a student from the Elizabethtown school district in our Diesel Technology program.

Mr. Wimer called the JOC meeting to order at 7:00 PM.

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

Mr. Riehl motioned and Mrs. Sturgis seconded to approve the JOC Agenda. All members present voted in favor.

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 the Professional Advisory Committee has not met since our last JOC meeting. The next meeting will be Tuesday March 3rd at the Brownstown campus.

DIRECTOR'S REPORT- Dr. Long provided the Director's Report. He shared the following committee meeting minutes.

Programming Presentation

- Dr. Long discussed the proposal for the new Building Operations and Property management program at the Mount Joy Campus. This program was developed to address the waitlist concerns and the workforce gap in this industry. We have the space available that will support this program and the GAC committee was on board with the concept of this program. Students coming from this program will have an education in an array of subjects that can help them be successful in the facilities field. A few of the reasons for this program are diversification of programming, it gives exposure to multiple trades and ability to impact multiple waitlists and it is a response to workforce needs. The program is a cost effective expansion because the tools and equipment are small.
- The timeline starts with a Feb 24th GAC approval all the way to the May 1st student selection, with many steps and approvals in between.

Mr. Steinman asked if it would be difficult to get an instructor that can cover all of those subjects. Mr. Moeller said that it would not be difficult at all to get an instructor. A facilities director would be able to fill the position as well. The program will service 20 students. Dr. Henderson said that from a students perspective it will be very exciting for the students because it will be a variety of things that they would be learning. Mr. Wimer said that it gives the students a view of many different trades to help them decide what they want to do. Mr. Riehl also agreed that he thinks it's great and he is glad that we are not just building another welding program. He said that we should also look into combining other programs in the future. Mr. Keener shared that he believes that finding an instructor is going to be challenging. He asked if instructors from other programs would be willing to come in and share information on the subject that they are teaching. Mr. Moeller said yes they will and there will also be some teacher development to help the instructor of the new program to help them be successful. Mr. Beakes shared that he doesn't think that we will have trouble finding someone who will be able to teach the program and he is also glad to see it start. Mr. Steinman wanted to know if it was a full day program and Dr. Long shared that it is.

Minutes of the January 22, 2026 Board Meeting, Policy Committee Minutes, Personnel Committee Minutes, Building and Property Minutes, Planning and Development Committee Minutes, Finance Committee Minutes were attached for viewing.

A GAC (LAC) meeting was held February 24, 2026 - Mr. Moeller

- Mr. Moeller shared that there was a General Advisory Committee (GAC) meeting on February 24th. The members are composed of representatives from business and industry. He took them on a tour of the Lions Club building to look at the space. After the tour they discussed possible outcomes for the use of the space.
- There was an update of the CTE expansion committee and a presentation of the possible new program Building & Property Maintenance.
- Mrs. Sturgis and Mrs. Wagner were welcomed to the GAC as new members.

Mr. Moeller shared that he received a lot of great input into the plan for the new program from the GAC members. It is going to take some time and work to get the program fast tracked, but once it's done it will service 20 students.

Dr. Long said that the feasibility study was approved by the JOC in 2024 and we had 6 individuals interested at the time. Dr. Long has recently reached out to the 6 individuals to make sure that their information is updated. He would now like to form a committee of 4 JOC members to look through the proposals and eventually make a recommendation to the JOC about the feasibility study. The group should be formed and meet in May or June of this year. An email will be going out to the JOC members to see who would want to join the committee.

Local, State, and Federal Projects – January - Mr. Moeller provided the committee with updates. All changes from the previous meeting are reflected in red.

Post Secondary Update - Dave Smith

- Today we received the official notification that we have been renewed as a Private Licensed School by the Pennsylvania Department of Education (PDE). This approval allows us to continue to offer Associate degrees in the Specialized Technology programs: Automotive, Dental Hygiene and Veterinary Technology.
- During February the Machinist/CNC operator training program ended with eight successful graduates. In addition, nine students successfully completed the Phlebotomy course.
- There were Six students that started the EFDA program and eighteen students that began our welding classes this month.
- The dental hygiene program recently participated in two community events:
 - 1. Sealant Saturday, February 7th with sponsorship from Give Kids a Smile (American Dental Association) and Wegmans. Our second - year students successfully placed 201 dental sealants to prevent cavities in children ages 6-18. This service would have cost approximately \$12,000. The first-year dental hygiene students and three dental assisting students also volunteered clinically. In addition, one faculty dentist and four faculty hygienists supervised the students.
 - 2. The Healthy Teeth Healthy Children, February 9th was a dental screening volunteer event at Bethel-Tulpehocken Library in collaboration with Pennsylvania Coalition of Oral Health. The second-year students provided dental screenings for children ages 1-18 for underserved populations.
- There will be two full time Nursing instructors and two part-time instructors starting next week. We are still interviewing for an Assistant Director of Nursing. We currently have two strong candidates participating in second round interviews in early March.
- The flooring was completed in the lobby and hallway between Level 2 and 3 Classrooms at the HSC.
- Evaluating opportunities for students and faculty to purchase lunch on site.
- The Lancaster County CTC Foundation was awarded a grant from the High Foundation for \$150,000. We are looking to purchase an Anatomage table to assist with anatomy physiology with all three levels.
- We are networking with IU 13 to develop onsite classes at the HSC for English as a Second Language and Math classes as well.

Secondary Update - Mike Moeller

- The new LCCTC mascot was unveiled January 28th.
- Mr. Moeller, Mr. Smith, Dr. Long, Dr. Frey and Dr. Wienand attended the Career Readiness Symposium. Mr. Moeller conducted a presentation on grant writing which was designed to share how to secure funding to support innovative programs and student success. Representative Bryan Cutler was also in attendance.
- There are 28 students enrolled in the Medical Assistant Pre-Apprenticeship program for the 2025-2026 school year.
- There were 236 applications for the API/Co-op program with an average hourly rate of \$18.00.
- PA State Senator James Malone visited the Mount Joy campus. The high school Ambassadors had the honor of walking around the campus with the Senator as they shared their CTE experiences and goals upon graduation.
- Kim Herskowitz from the Protective Services program was recognized for 5 years of service with the Lafayette Fire Company. She also received the Fire Chief's Award.
- There were two students who were the Lion's Club students of the month:
 - Carson Swanger, Elizabethtown school district in our Electrical Construction program.
 - Merideth Grissinger, Manheim Central school district in our Carpentry Technology program.

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

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.

Mrs. Sturgis provided the Personnel Committee report.

Resignations/Retirement:

Employee	Position Title	Start Date	Resignation Date	Location
Christine Barben	Part-Time PN Instructor (to be utilized as a sub)	10/07/2024	02/25/2026	Health Sciences
Kateria Faber	Part-Time PN Instructor (to be utilized as a sub)	11/03/2025	02/05/2026	Health Sciences
Keri Kury	Part-Time Daytime PN Instructor	03/10/2025	01/29/2026	Health Sciences

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Sara Eby	Full-Time Daytime PN Instructor	\$72,493.15 (Column A, Step 2), 235 days, exempt, benefits eligible	03/02/2026	Health Sciences
Olivia Koltz	Part-Time PN Instructor (to be utilized as a sub)	\$47.95 per hour, exempt, no benefits	03/02/2026	Health Sciences
Sandra Ortiz	Full-Time Daytime PN Instructor	\$96,425.85 (Column E, Step 4), 235 days, exempt, benefits eligible	03/02/2026	Health Sciences
Brian Pickell	Full-Time 12-mo. 2nd Shift Custodian	\$15.48/hour, non-exempt, benefits eligible	03/02/2026	Brownstown
Abby Rawhauser	Part-Time Adult Ed Phlebotomy Instructor	\$31.50/hour, exempt, no benefits	02/09/2026	Willow Street
Heidi Stoltzfus	Part-Time PN Instructor (to be utilized as a sub)	\$47.95 per hour, exempt, no benefits	03/09/2026	Health Sciences

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Thomas Brown	Part-Time Adult Ed Automotive Technology Instructor	Transfer to Full-time Secondary Automotive Technology Instructor, Column A, Step 4 (amount TBD pending ratification of new CBA), exempt, benefits eligible. Will remain active as a Part-Time Adult Ed Automotive Technology Instructor for the evening program.	Start of the 2026-27 School Year	Willow Street
Rachel Larcom	Full-Time Daytime PN Instructor	Transfer to Part-Time PN Instructor (to be utilized as a sub), \$47.95 per hour, exempt, no benefits	02/02/2026	Health Sciences

Action Items

- Stipend of \$100 per week, retroactive to January 5, 2026, for Rachel Larcom in recognition of her fulfillment of the duties of the Assistant Director of Practical Nursing. The stipend will continue until a permanent Assistant Director of Practical Nursing is hired and begins employment.
- Motion to authorize LCCTC administration to provisionally hire an Assistant Director of Practical Nursing between the February 26, 2026, and March 26, 2026, Joint Operating Committee (“JOC”) meetings, subject to the final JOC approval of any such hirings at its March 26, 2026, meeting.
- FMLA:

- #11469, Willow Street, 1/23 - 1/30/26

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

Informational Items

- Updated resignation date for James (Rick) Plowmaker, FT 2nd Shift Custodian at BT, from 1/30/26 to 1/21/26
- FMLA: #2178, Willow Street, 1/15 - 2/6/26 (return date updated from 2/16/26)

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Menno Riggelman, Matt Beakes, Jason Breckbill

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

Mr. Klein provided the Building & Property Committee report.

Informational Items

- **Brownstown Updates**
 - Door Swipe Access hardware closer to complete (X3)
 - Fire Alarm Panel / Devices Replacement
- **Mount Joy Updates**
 - Pending quotes for boilers (One boiler leaking) (\$223 to 435K)
 - Pending quotes for Hot water heater (\$112 to 180K)
 - Daycare Sprinkler heads replacement complete
 - Daycare Roof Restoration Quote (\$225K)
 - Fire Alarm Panel / Devices Replacement
 - Auction Items for Disposal
- **Willow Street Updates**
 - Exterior Lighting (Safety Grant) Missing one bracket to mount solar panel
 - Front Roof section restoration Quote (\$408K)
 - Boiler replacement (Facility Grant or Capital) (One boiler leaking)
 - Box Truck replacement
 - Terrazzo repair for June
- **Health Science Updates**
 - Flooring installation complete
 - Next steps to plan future improvements

Mr. Steinman asked Mr. Klein how long have we known that the boilers were bad? Mr. Klein shared that the boilers are 28 years old and it is time for them to be replaced.

Facilities Use Rental Agreements

- Taste of MJ Car Show 7.25.26

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Steve Riehl

Members – Desiree Wagner, Ramon Rivera

Administrators – Michael Moeller, Karin Shipman, David Smith

Mr. Riehl provided the Planning & Development Committee report.

Action Items

- 2026-2027 High School Calendar
- PA CTE Assessment Survey

Mr. Moeller shared that the Pennsylvania Department of Education (PDE) has given a directive that we have to request approval from the JOC if we are going to survey students from an outside agency. The survey is to look at the NOCTI test to see if this is valuable or irrelevant.

Mr. Riehl motioned and Mr. Breckbill 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
- CTE Expansion Committee Update

Field Trips

Date(s)	Place	Program/Campus
3/12/26	Groff Funeral Home, Lancaster	Intro to Health - WS
3/26/26	UTI. Exton	Intro Auto & Power Sports - BT
4/22/26	M & T Building Services, Harrisburg	Carpentry - MJ
5/4/26	Longwood Gardens, Kennett Square	Visual Intro - BT & WS
5/15/26	Fire Expo, Harrisburg Arena, Harrisburg	PSC
5/15/26	LGH, Lancaster	Intro to Health - BT

FINANCE COMMITTEE

Chair – Andrew Welk

Members – Philip Eby, Jerry Steinman

Administrators – Jeremy Wiker, Rachel Hetzel

Mr. Welk provided the Finance Committee report.

Financial Reports

- Treasurer’s Reports:
 - General Fund - January
 - Money Market Account - January
 - Cafeteria Fund - January
 - Capital Reserve 2001 - January
 - Capital Reserve 2018 - January
 - Production & Activity Accounts - January
 - General Fund - Bill Payment: Listing, Summary
 - 2001 Capital - Bill Payment List - January - No payments to list
 - 2018 Capital - Bill Payment List - January - No payments to list
- Internal Service Fund Report - Health January
- Internal Service Fund Report - Unemployment January
- 13 Month Rolling Treasurer’s Report Balances - January

Mr. Welk shared that at the previous finance committee meeting, they did something a little different. The finance committee reports are sent to the members to view a week before the meeting. Once they meet on Zoom, they can ask any questions that they may have about the reports. It went well, so they will continue to run the meetings the same way going forward.

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

- Permission to Purchase: Server Room Battery WS
 - This is a battery for back up servers in case the power goes out, the servers and the fire system stay online. It will cost approximately about \$31,000.

Seeking Approval

- 2026-27 Budget Approval - District Voting
 - All 16 school districts approved the budget.
- 2024-25 Audit Report, Management Letter, Required Communications
 - Mr. Welk shared that there were zero recommendations on the audit report. He congratulated Mr. Wiker and his team for doing a phenomenal job with our finances.
- 2026-27 Salary Wage Ranges
- Shultz Bus Contract - Updated for additional bus route in 2025-26
- DWD Landscaping contract extensions
 - Willow Street
 - Health Sciences
 - Mount Joy
 - Brownstown
- Bright Horizons Camp agreement 2026
- Items to be Auctioned

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

Informational Items

- 2026-27 Adult Education Tuitions and Fees
- 2026-27 Adult Education Budget
- Lancaster Barnstormers advertising contract
- Fall Fest Agreement
- Caron Agreement - Mount Joy

POLICY COMMITTEE

Chair- Grant Keener

Members – Brian Conroy, Jason Breckbill

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

Mr. Breckbill provided the policy committee report.

Policies for 1st Read

220 VOL1 Student Expression/Dissemination of Materials

800.1 VOL II Electronic Signatures/Records

815 VOL IV Acceptable use of Internet, Computers and Network Resources

815.1 VOL II Use of Generative Artificial Intelligence in Education

816 VOL V Center Social Media

Mr. Breckbill shared that there weren't any significant changes to the policies. Dr. Peart informed the members that the Policy 815.1 about AI use is new and it may be coming to the districts shortly.

Mr. Riggelman said that the work done by AI is not done very well and it should be proofread before being used. Mr. Moeller said that we at the CTC are supportive of certain aspects of it. We are supporting our staff in using some of the tools that are AI like all of the educational apps. Mr. Steinman said that the CTC needs to be careful when working with AI. His school district is considering removing the authority for AI to analyze the programs simply because of the risk that it has.

Mr. Steinman asked about the cell phone policy at the CTC. Mr. Moeller said that what we have is more procedural than policy. Our teachers have cell phone lockers in every classroom or somewhere to put them. If there is a law put in place for the next school year, then we will have to follow whatever it is. Mrs. Wagner said that Senate Bill 1014 was signed by the Senate and passed to the house and is waiting on approval from the governor. It is a bell to bell phone policy. Mr. Keener said that we have until the 27th for the decision.

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

OLD BUSINESS

NEW BUSINESS

Dr. Henderson asked if there was a policy against having a phone in classes. Moeller shared that it is procedural not a policy. We have cell phone lockers in the classrooms, but it's up to the teachers how they handle it.

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

Mr. Welk visited the introduction to construction class, similar to what Mr. Conroy did with the SWEAT program. He said that it was a great experience.

ADJOURN

Mr. Wimer called for an adjournment at 8:32 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on March 26, 2026 at the Willow Street Campus.

Desiree Wagner, Secretary

2/26/2026