

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday March 26, 2026
Willow Street Campus

Attendees: Andrew Welk, Debra Sturgis, Desiree Wagner, Grant Keener, Jerry Steinman, Justin Wimer, Matt Beakes, Dr. Molly Henderson, Nicholas Marinaro, Philip Eby, Ramon Rivera, Rodney Hostetter, Sandra Duncan, Thomas Ziegler

Absent: Jason Breckbill, Steve Riehl, Brian Conroy, Menno Riggleman

Also Present: - Dr. Kevin Peart-Superintendent of Record, Dr. Scott Long - Administrative Director, Mike Moeller - Assistant Administrative Director, Jeremy Wiker - CFO, Baiesha Dudley - Recording Secretary, Rachel Hetzel, Karin Shipman, Dave Smith, Dr. Judi Brendle, Jeremy King, Dr. Julie Frey, Justin Bruhn, Michael Arnt

Students of the Month - February

Brownstown

- ★ Roman Kourt, a student from the Eastern Lancaster County school district in our Digital Design & Print Media program.
- ★ Andrii Tolsty, a student from the Ephrata school district in our Computer Networking and Security program.

Mount Joy

- ★ Olivia Wilson, a student from the Cocalico school district in our Advanced Health Careers program.
- ★ Sawyer Eshelman, a student from the Penn Manor school district in our Welding Technology program.

Willow Street

- ★ Zha'nia Dixon-Trowery, a student from the School District of Lancaster in our Introduction to Health program.
- ★ Donovan Holmes, a student from the Lampeter-Strasburg school district in our Collision Repair program.

Mr. Wimer called the JOC meeting to order at 7:08 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. Wimer asked for a motion to approve the agenda.

Mrs. Wagner motioned and Mr. Beakes seconded the motion to approve the 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.

A PAC meeting was held on March 3, 2026

Dr. Peart shared that the March 3rd PAC meeting was done virtually due to inclement weather. Current enrollments, updates from the CTE Expansion Committee, the feasibility study, the difference between a first aid nurse vs a school nurse, school Psych and Social Worker support non-IEP, the 2026-2027 high school calendar and the 2026-2027 PAC meeting schedule were the topics of discussion. He also shared that the next PAC meeting will be held May 5th here at the Willow Street Campus.

DIRECTOR'S REPORT- Dr. Long provided the Director's Report.

Minutes of the February 26, 2026 Board meeting and Finance Committee minutes were linked to the agenda.

Local, State, and Federal Projects – February - Mr. Moeller provided the committee with updates.

All changes from the previous meeting are reflected in red.

- Mr. Moeller noted that on the linked document, it shows some of the state grants that we have applied for this year. We received approval for a significant supplemental equipment grant. This year we received \$659,000 and last year we received \$480,000 and at that point it was the most we had ever received. This grant will be used for new equipment in our programs.
- A submission was made for the public school facility improvement state grant. This grant will be for the boiler and roof projects to help continue what has already been done. We requested \$143,000 through the Department of Community and Economic Development. We had received the funds last year and are hopeful to receive them again.

Secondary Update

- Mr. Beakes was the third JOC member to speak at the Introduction to construction program at the Willow Street Campus..
- On 3/23/2026 we had the State advocacy day. The students, Dr. Long, Mr. Bruhn and Ms. Foight met with 6 state representatives. The next Advocacy day is 4/22/2026 and Mr. Moeller will be attending that event. There will be a LCCTC table set up and people will be able to come up and get information from him about the programs.
- There were 20 students in the Protective Services program who passed their psychomotor portion of the Medical Technicians this month. They have to pass the written portions to fully earn their certifications needed to enter the EMS workforce.
- The CTC hosted middle school tours on 3/24/2026 and there were 480 students all across the three campuses that day.

Dr. Long thanked Mr. Moeller and his team for getting that substantial grant that will help the students. Dr. Long had the opportunity to attend the Lancaster Chamber College Presidents meeting. College presidents from HACC, Dickinson Jones University, Franklin & Marshall, Penn State College of Art and Design, LBC and then LVC were in attendance. A few of the discussions included partnership and enrollment concerns. The feasibility study has been refreshed and the proposals are now complete. We have also received 6 offers.

Post Secondary Update

- The Vet Tech students are holding a Rabies Vaccine Clinic on Saturday April 11th from 9am - 12pm. Providing rabies vaccines for cats and dogs for \$15 and micro chipping for \$20.
- Students in the Adult Welding programs were involved in partnership with Mount Joy Borough and our Secondary Carpentry class on a project. The welding program designed and built handrails/guardrails behind the new bleachers that were installed at Kunkle Field at one of the Mount Joy parks. The carpentry students went down and installed them once they were built.
- The Practical Nursing program now has four new clinical partners. We will be restarting the CPR/BLS instruction this fall onsite for our students. There was a full-time evening instructor hired and they will be starting on April 20, 2026. For the first time in several years, all of the day shift faculty positions are full at the Health Sciences campus.

- Graduation for the Cohort 6 Dental Hygiene students is coming up. They must pass three exams to become licensed hygienist, two of which are given by ADEX (American Board of Dental Examiners). The test was completed yesterday at the CTC and 15 students passed the exams. The third test is the National Board of Dental Hygiene Examination which the students schedule for themselves.
- March 27th the nursing program has a career fair for our nursing students and our health related secondary programs. April 22nd the Vet Tech program has a career fair open to both current and former students.
- Our admission department has college and career fairs on the following dates and locations:
 - 4/9: Homeschool College & Career Fair
 - 4/15: Columbia High School College and Career Fair
 - 4/15: Hempfield
 - 4/29: Transition to Post-Secondary Education Fair

Mrs. Sturgis 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

Termination:

Employee	Position Title	Start Date	Termination Date	Location
Terry Snow	Maintenance Technician	07/30/2012	03/26/2026	Mount Joy

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Rebekah Christens-Persaud	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, exempt, no benefits	03/30/2026	Health Sciences
Kalanna Coates	Part-Time Daytime PN Instructor	\$47.95/hour, exempt, no benefits	04/20/2026	Health Sciences
Nancy Matsvayi	Full-Time Evening PN Instructor	\$77,252 (Column C, Step 4), exempt, benefits eligible, 205 days	04/30/2026	Health Sciences
Maggie Nemeth	Introduction to Culinary Careers Instructor	Column A, Step 4 (amount TBD pending ratification of new CBA), exempt, benefits eligible	Start of the 2026-27 School Year	Mount Joy
Jody Seaber	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, exempt, no benefits	03/31/2026	Health Sciences
Carol Thach	Part-Time PN Instructor (to be utilized as a sub)	\$47.95/hour, exempt, no benefits	05/11/2026	Health Sciences
Nichole Wells	Assistant Director of Practical Nursing	\$115,252 annually, exempt, benefits eligible, 12 months	04/20/2026	Health Sciences

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Michelle Bolton	Part-Time Adult Ed Instructor	Transfer from Part-Time Adult Ed Instructor to Part-Time PN TEAS Proctor, \$120 per exam session, non-exempt, no benefits	04/11/2026	Health Sciences

Action Items

- Paul Cullen, Summer Semester Adult Ed General Education Instructor: Comm 175 - Public Speaking, 6/8/26 - 8/14/26
- New Job Description: Building & Property Maintenance Instructor
- Motion to authorize LCCTC administration to provisionally hire a Building & Property Maintenance Instructor between the March 26, 2026, and April 23, 2026 Joint Operating Committee (“JOC”) meetings, subject to the final JOC approval of any such hirings at its April 23, 2026, meeting.

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

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Menno Riggleman, Matt Beakes

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

Mr. Wiker provided the Building & Property Committee report.

Informational Items

- Brownstown Updates
 - Door Swipe Access operational (Two mechanical locks ordered to complete)
 - Pending approval in Finance for Fire Alarm Panel / Devices Replacement (Capital)
- Mount Joy Updates
 - Pending approval in Finance for boilers (One boiler leaking) (\$382,300) (Capital)
 - Pending approval in Finance for Hot Water heater (\$112,160) (Capital)
 - Daycare Roof Restoration Quote (\$225K) (Facility Grant or Capital)
 - Pending approval in Finance for Fire Alarm Panel / Devices Replacement (Capital)
 - Daycare Sprinkler Devices Replacement Complete
 - Auction Items for Disposal, Keller to start in April
 - Safety Grant for CDL trailer doors access
- Willow Street Updates
 - Exterior Lighting (Safety Grant) Partial Complete, need to install two poles and lights
 - Front Roof section restoration Quote (\$408K) (Facilities Grant or Capital)
 - Boiler Replacement (Facility Grant or Capital) (One boiler leaking) \$422,300
 - Box Truck Replacement on-going
 - Terrazzo repair for June
- Health Science Updates
 - Researching vending services to students
 - Next steps to plan future improvements

Facility Use

- LS Youth Baseball and Softball Assoc Spring - WS
- LS Youth Baseball and Softball Assoc Fall - WS

Mr. Keener asked if we are going to look at the improvements to HSC (Health Sciences Campus) as a part of the feasibility study. Mr. Wiker explained that Mr. Klein said that there is a room that we could use for the students to have a lunch break room instead of sitting in their cars for the 30 minutes or trying to get off of the campus. It may cost between \$2000 and \$5000 which is not a big cost. Mr. Wiker did say that the HSC improvements would be included in our considerations of the feasibility study.

Mr. Wimer asked, with the boilers going bad with the hard water, do we treat the water for the hardness in the hot water heaters? Mr. Wiker shared that the new system will have a treatment done before we get it.

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Steve Riehl

Members – Desiree Wagner, Ramon Rivera

Administrators – Michael Moeller, Karin Shipman, David Smith

Mrs. Wagner provided the Planning & Development Committee report.

Action Items

- Approval of New Program for 2026-27 School Year
 - CIP Code 46.0401- Building and Property Maintenance

Mr. Moeller shared that previously we discussed being in the process of creating a new program here called Building and Property Maintenance. There is a job market for the students and they would be able to graduate and walk into a job. The program will have 275 annual openings. This program will allow students to come off of the waitlist. The program would have 20 students enrolled. The General Advisory Committee has approved this, The PAC (Professional Advisory Committee) has suggested an approval as well and now we are looking for an approval from the JOC (Joint Operating Committee) as well. Once it is approved, we will have an application process started for an instructor.

- CTE Expansion Committee Recommendations

Mr. Moeller also shared that there have been four meetings with the CTE Expansion Committee last month. The discussions included some building and property improvements, increasing enrollments for secondary students, pinpointing hybrid programming options, and utilizing working with partners and school districts. The committee was considering running school programs at the districts. Dr. Long and Mr. Moeller visited Elanco who are shifting some things around. The visit was to look at a space to possibly hold a program there.

Mr. Wagner motioned and Mrs. Duncan seconded approving the Planning and Development Committee Report. All members present voted in favor.

Informational Items

- Application Status Secondary 2025-26
- Application Status Secondary 2026-27 - 3/01/2026
- Application Status Secondary 2026-27 - 3/16/2026
- Enrollment Status Post-Secondary 2026
- Summer Camps
- Affiliation Agreements
 - Buehler Family Dental
 - Pawsitive Pediatric Dentistry
 - White Family Dental
 - Pet Pantry
 - Willow Valley Dental

Field Trips

Date(s)	Place	Program/Campus
3/10/26	Greystone Manor, Lancaster	APST - WS
3/16/26	Millport Conservancy, Lititz	HEO - MJ
3/23/26	Millport Conservancy, Lititz	HEO - MJ
3/23/26	Community Place on Washington, Elizabethtown	Carpentry - MJ
3/30/26	UTI, Exton	Intro to Manufacturing - BT
4/7 & 4/8/26	Lebanon Valley Expo, Lebanon	Intro to Construction - WS
4/15/26	Masonic Village, Elizabethtown	Culinary - MJ (Date change)
4/15/26	CCS Construction Site, Willow Valley, Willow Street	Walking tour, between 4/15 - 5/15 (weather permitting), Intro Construction - WS
4/21/26	Millport Conservancy, Lititz	Carpentry - MJ
4/23/26	WTIF, Harrisburg	Photography - BT
4/27/26	Boys & Girls Club of Lancaster, Lancaster	Carpentry - MJ
4/30/26	Da Vinci Museum, Harrisburg	Health Cluster - WS
5/13/26	HACC, Harrisburg	Intro to Health - MJ
5/14/26	LGH, Lancaster	Intro to Health - WS

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

Mr. Welk displayed the CTC shirt with the Mascot that the students created and shared what a phenomenal job the students have done. Mr. Moeller shared that the shirts are printed by the company named Fully Promoted.

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

- Permission to Purchase
 - Brownstown Fire System Upgrade - Capital

- Mount Joy Fire System Upgrade - Capital
- Mount Joy Boiler - Capital
- Mount Joy Hot Water Heating System - Capital
- Mount Joy Roof - Capital
- Willow Street Boiler - Grant funding pending, or Capital
- Willow Street Roof - Grant funding pending, or Capital
- CDL Door Access Controls - Safety Grant

Mr. Beakes asked if we have to wait for the grants to be approved before we can use our money and reimburse ourselves. Mr. Moeller said that the language stated that if it occurs this year we can retroactively submit the reimbursement.

- Supplemental Equipment Grant Items
 - Allegheny Educational Systems - Amatrol AB Control Logix
 - Atla Enterprises - Lathe
 - Verathon - BladderScani10
 - Xtool - Engraver
 - K&K Youndt Excavating - Rammer
 - GovConnection, Inc - Desktop Firewall, Licensing and Delivery
 - Benco - 3 Dental Chair Units
- Permission to Bid:
 - Live Turret Lathe
 - Mini CNC Mill

Mr. Wiker explained that the two items for Permission to Bid are on the list for supplemental grants.

Seeking Approval

- LCCTC/LCCTEA CBA 2026-2031 - Redline Document, Final copy, MOU

Mr. Welk wants to pull the LCCTC/LCCTEA CBA 2026-2031 - Redline Document, Final copy, MOU to be voted on as a separate item.

- ATI Contract Renewal
- SOS Contract Extension
- Rx and Go

Mr. Welk motioned and Mr. Steinman seconded to approve the Finance Committee Report with the exclusion of the LCCTC/LCCTEA CBA 2026-2031 - Redline Document, Final copy, MOU CBA. All members present voted in favor.

Mr. Wimer thanked the CTC team and Mr. Arndt and his team for the great collaboration and making it a respectful decision in three meetings.

Mr. Welk motioned and Mr. Steiman seconded to approve the LCCTC/LCCTEA CBA 2026-2031 - Redline Document, Final copy, MOU.

Mr. Steinman made a request to have a roll call vote for the LCCTC/LCCTEA CBA 2026-2031 - Redline Document, Final copy, MOU .

A roll call was taken and all members present voted a yes.

Mr. Wimer and Mr. Arndt then signed the MOU.

Informational Items

- HealthWorks

Mr. Wiker shared that some of the school districts are already using HealthWorks. He is going to have a discussion with Keith Fox having 15 or 20 participants for the first year. He has only heard good things about the program. Mr. Wiker's plan is to have a proposed agreement in either April or May.

- Willow Valley Agreement

We currently rent out to a local farmer to farm on the land behind Willow Valley. A little subsection will be squared off for Willow Valley to use. It will be three acres for three years. It will then be returned to farm land. The farmer would be charged the same amount minus what we will be getting from Willow Valley. Willow Valley will be using it to park their construction equipment.

- Spyglass Agreement

This company will examine our tech bills and see if they can save us money. They have previously done this four years ago and this is their follow up.

POLICY COMMITTEE

Chair - Grant Keener

Members – Brian Conroy, Jason Breckbill

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

Mr. Keener provided the policy committee report.

Action Items

Policies for 2nd Read and Approval

220 VOL 1 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

Mr. Keener motioned and Mrs. Duncan seconded to approve the Policy Committee Report. All members present voted in favor.

OLD BUSINESS

NEW BUSINESS

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

Mr. Rivera shared that someone from PDE said that there aren't any plans to get rid of the NOCTI exams.

Mr. Keener encouraged many of the new members to join the Fly on the Run dinner.

ADJOURN

Mr. Wimer called for an adjournment at 8:23 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on April 23, 2026 at the Brownstown Campus.

Desiree Wagner, Secretary

3/26/2026