

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

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

Absent: Dr. Kevin Peart, Matt Beakes

Also Present: - Dr. Scott Long - Administrative Director, Mike Moeller - Assistant Administrative Director, Jeremy Wiker - CFO, Jodi Schuler- HR Manager, Baiesha Dudley - Recording Secretary, Rachel Hetzel, Karin Shipman, Dave Smith, Dr. Judi Brendle, Tim Klein, Jeremy King, Dr. Julie Frey, Justin Bruhn

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 program.
- ★ 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 Competition 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)

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.

Mrs. Sturgis asked to make an amendment to the Personnel Committee report by changing Ashley Siebert's Column A to Column B.

Mr. Welk motioned and Mr. Riehl seconded to approve the agenda with the change to the personnel committee report with Changing Ashley Siebert's Column A to Column B. 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. Long provided the Superintendent's report.

Dr. Long shared that the next Professional Advisory Committee meeting will be held on **May 5, 2026** .

DIRECTOR'S REPORT- Mr. Long provided the 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 - This MOU is regarding the retirement of Mr. Brooks at the end of the school year.

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

Mr. Moeller shared that we received a substantial supplemental grant of \$659,958.02. This is the largest that we have ever received. Last year the grant was approximately \$400,000.

The way that it works is as follows:

- Equipment gets recommended through the Occupational Advisory Committee for each of the programs
- The recommendations get put on a list
- The request for the equipment from the list are sent to the state
- They either ask us to make revisions or they either approve or deny the grant

We are still waiting to see if we can get the approval for the grants to purchase the boilers and to fix the roofs.

Secondary Update- Mike Moeller

SkillsUSA State Competition Winners linked

Mr. Moeller shared the Secondary Report

- Rachel Sprecher, one of the Skills advisors had two students earn the gold. One was in secondary and the other was a post-secondary student who won in the Dental Assisting competition. Another one of her students earned silver.
- Christiaan Baird's Commercial Arts students earned multiple competition medals. One of the students earned gold in Advertising Design and another earned bronze in Pin Design.
- The list of SkillsUSA students that placed 1st-3rd was shared.
- March's Lion's Club Students of the Month were Carly Hoffman - Dental Assistant - Etown school district and Addis Weaver - Plumbing - Manheim Central school district.
- April's Lion's Club Students of the Month were Alana Flory - Advanced Health Careers - Etown school district and Jesse High - Auto Tech - Manheim Central school district.
- Mr. Moeller shared that the NOCTI (National Occupational Competency Testing Institute) took place April 4th to April 17th, across all three campuses. Overall pass rate was 96%
- The Medical Assisting program went from 8 Advanced students (pretest) to 35 (posttest).
- The Veterinary Assisting program had 31 out of 34 students reach the advanced on the posttest.
- The Dental Assisting program had every student reach the Advanced level.

Post Secondary Update- Dave Smith

- On May 12th, there will be 32 students from our Associate Degree Programs that will graduate.
- On April 11th the Vet Tech students held their annual Rabies Vaccine Clinic.
- On April 22nd the Vet Tec class held a career fair. Approximately 65 students attended.
- The Dental Hygiene Cohort 6 completed the Life Skills presentations at The Gatehouse facilities in Mountville and Marietta. Cohort 7 is registered to volunteer at MOM-n-PA's (Pennsylvania's division of Dental Mission of Mercy) dental clinic to provide free dental treatment to Pennsylvanians who cannot afford dental care, being held on May 30th, 2026, at the Allentown Fair Grounds.
- The CDL program participated in Hands-on House touch a truck event on April 18th.
- The LPN Cohort 171 graduates on Friday, April 24, 2026 with a total of 46 students.
- Dr. Brendle thanked Mr. Moeller and Mr. Smith for their support with keeping two students in the LPN program. Both of the students completed level three and they are set to pass the NCLEX exam.
- LPN Cohort 173 Level 1 students conducted a health fair at Pleasant View Communities.

Mr. Riehl motioned and Mrs. Wagner 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
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
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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)
 - (Should be column B not column A)
- 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 McMahan: 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.

Mrs. Sturgis motioned and Mrs. Duncan 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. Klein provided the Building & Property Committee report.

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)
- **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

Mr. Riehl provided the Planning & Development Committee report.

Action Items

- Program Name Change: Introduction to Visual Communications (current name) to Introduction to Visual Arts.
 - The name change was to lessen the confusion about what the program covers.

Mr. Riehl motioned and Mr. Welk seconded approving the Planning and Development Committee Report. All members present voted in favor.

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
 - We have an event coming up for school district students interested to come out and explore the programs.
- 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

Mr. Welk provided the Finance Committee report.

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
 - Welk says this is a snapshot of where we are with our budget.

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

- Permission to Purchase:
 - Air Compressor
 - Dehumidifiers
 - Canopy - This would be for outdoor space
 - 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 Bid/RFP:
 - Mini CNC Mill

Seeking Approval

- Lion's 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

Mrs. Wagner would like a snapshot of how much it would cost per person for the Healthworks agreement. Mr. Wiker said that the cost would be \$65 per month per person. Currently we have to have 25 people enrolled for the first 6 months, which is July - December. In 2027 we have to have 40 people enrolled and in 2028 we have to have 50 people enrolled.

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

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
 - ATI gave us a quote that was too high and the price had to be amended.

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.

There were no action items to approve. However, Mr. Keener shared that the policy committee met prior to this meeting. There were a number of policies that were for first and second reading. They will be on the May JOC agenda. The policies

reviewed were about attendance, diabetes management, weapons, suspension and expulsion, threat assessment, dress and grooming, purchase subject to BID, travel reimbursement and social media. Mr. Wimer thanked Mr. Keener and his team, who put forth a great effort and got us through the policies. Mr. Keener then thanked Ms. Dudley for keeping the committee on track and organized.

OLD BUSINESS

NEW BUSINESS

Presidents Notes

Mr. Wimer shared that he talked to Tim Lapp, the CEO of the Lapp electric corporation. They are based in the Conestoga Valley school area. He connected Mr. Lapp with Dr. Long. They will be meeting to discuss Mr. Lapp's company getting involved with a program at the CTC.

Mr. Wimer also spoke with Thomas Neely who is on a state advisory board for culinary arts. He connected Mr. Neely with Dr. Long as well and they will be having a discussion as well.

Mr. Wimer was at the TSA's competition and one of the keynote speakers was Judd Pittman. He told Mr. Pitman about the CTC and now he will be coming down to take a tour of the campuses.

We will be rescheduling with Senator Scott Martin to come in and take a tour of the campuses because he had to cancel his last visit.

Mr. Keener reminded everyone about the Fly on The Run fundraiser at Mount Joy. He said that it would be great to see more JOC participation. The Mount Joy culinary students cater the banquet dinner as well as the lunch the day after. Additionally, the animal production students stock the pond yearly and the carpentry students fixed the walking bridge a year ago. There is also a silent auction that is held as well. Some of the items that are auctioned are made by the students. It is a great event to attend. Dr. Long is going to send out information on the Fly on the Run to the members with dates, times and activities.

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

ADJOURN

Mr. Wimer called for an adjournment at 8:26 P.M. of the JOC Meeting.

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

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

Desiree Wagner, Secretary

4/23/2026