

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday May 28, 2026
Mount Joy Campus

Attendees: Andrew Welk, Debra Sturgis, Desiree Wagner, Jason Breckbill, Jerry Steinman, Justin Wimer, Dr. Molly Henderson, Ramon Rivera, Steve Riehl

Absent: Brian Conroy, Grant Keener, Matt Beakes, Menno Riggelman, Phil Eby, Sandra Duncan, Nicholas Marinaro

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, Karin Shipman, Dave Smith, Dr. Judi Brendle, Tim Klein, Jeremy King, Dr. Julie Frey, Justin Bruhn, Rachel Hetzel

Students of the Month - April

Brownstown

- ★ Yoniel Cortes, a student from the Penn Manor school district in our Electrical Construction Technology program.
- ★ Hannah Martin, a student who attends the Hinkletown Mennonite School in our Introduction to Manufacturing program.

Mount Joy

- ★ Evan Savidge, as student from the Manheim Township school district in our Culinary Arts program.
- ★ Dax Seiple, a student from the Manheim Township school district in our Electro-Mechanical Engineering program.

Willow Street

- ★ Alondra De Jesus Ortiz, a student from the Penn Manor school district in our Patient Care Technology program.
- ★ Janyce Santiago, a student from the Manheim Township school district in our Animal Production Science & Technology program.

Mr. Welk called the JOC meeting to order at 7:01 PM.

WELCOME

PLEDGE OF ALLEGIANCE

ROLL CALL

ANNOUNCEMENT OF EXECUTIVE SESSION Mr. Welk 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. Welk 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 May 5, 2026

Dr. Peart shared that the Professional Advisory Committee met at the Willow Street Campus on May 5th. The major items discussed were an update on the new Building and Property Maintenance program, an update regarding the feasibility

study and the process of the feasibility study choices, the restored counselor position, the co-op update and the amazing numbers, and the current enrollment numbers. The next meeting will be held virtually the next school year on September 8th.

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

Minutes of the April 23, 2026 Board Meeting, Personnel Committee Minutes, Building and Property Committee Minutes, Planning and Development Committee Minutes, Finance Committee Minutes and Policy Committee Minutes.

A GAC (LAC) meeting was held on May 26, 2026

Dr. Long shared that at the General Advisory Committee meeting the updates to the Building and Property Maintenance program were discussed. The program currently has 18 students enrolled.

The vision for the 27-28 start of the General Education program was also shared.

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

All changes from the previous meeting are reflected in red.

Mr. Moeller discussed the last two items on the document. First, the PAsmart Career & Technical Education planning grant for \$100,000, was submitted two weeks ago. The funds are being requested for help to support an HVAC post-secondary program for equipment and supplies to be run at the Brownstown campus. Second, the PAsmart Career & Technical Innovation grant for \$179,185, was submitted. The funds are being requested for startup cost, equipment, and renovation costs for the Building and Property maintenance program that we are currently working on.

We have also received \$100,000 to support the Building and Property Maintenance program through the foundation from the Clark Associates foundation.

Mr. Riehl said that the grants that we get are amazing.

Mr. Steinman asked if the evening HVAC program was for adults and Mr. Moeller said yes, it is.

Fly on the Run update

Mrs. Baker shared that the total gross was over \$200,000 for Fly on the Run. She believes that the profit may be a little more than \$140,000. There were 3 JOC members in attendance at the Banquet. Students from the Baking and Pastry programs were awarded scholarships.

Secondary Update

Mr. Moeller shared that the CTC just finished the certificate and awards ceremony for each campus and it was a great evening. The Brownstown campus had 227 students complete, Mount Joy had 295 and Willow Street had 296 students that completed.

The Co-op total gross pay for this year for the students was \$1,228,813 and that was 214 students that started and finished.

We have the new Building and Property Maintenance program starting the 26-27 school year holding a max of 20 seats. This year the summer exploration programs consist of a manufacturing camp at the Mount Joy campus and a visual arts camp at the Brownstown campus. The summer camp will be held from June 8th - June 11th. Some of these activities include building dice towers, making the dice, making metal flowers, and building a digital universe.

Post-Secondary Update

Mr. Smith shared that on May 12th, 33 students received the Associate in Specialized Technology Degree in either Auto Technology, Dental Hygiene, or Veterinary Technology. The ceremony was held at the Lancaster Country Club. Dr. Long opened the ceremony and Mr. Katch, the former CTC interim director was the keynote speaker followed by Julianne Snopkowski from the Dental Hygiene program. Mrs. Baker presented over \$14,000 of workforce grants and other awards to the graduates.

The Dental Hygiene students held their pinning ceremony also at the Lancaster Country Club. Over \$3000 in sponsored awards were given to the students.

The degree programs are on a semester break until June 8th when the summer term starts. On June 8th we will also be running a 12-day Heavy Equipment training program in conjunction with ABC. This is a part of their apprenticeship program.

On June 17th there will be 11 Welding students graduating from the Adult Welding program.

46 students started in Cohort 174 in our Practical Nursing programming at the beginning of May. 93% of our students on Cohort 170 who graduated in December passed their nursing boards on the first attempt.

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

Mr. Welk shared that he attended the Fly on The Run Banquet as well as Dr. Henderson and Mr. Keener. It was great and well attended. Mr. Welk asked if he could get the statistics on what the graduating seniors are doing after graduation.

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
Patricia Elbro	Part-Time Adult Ed Dental Hygiene Instructor	01/03/2023	05/08/2026	Willow Street
Paige McMahon	Part-Time Adult Ed Dental Hygiene Instructor	10/01/2024	05/29/2026	Willow Street
Andrea Johnson	Part-Time Dining Room Aide	01/24/2025	05/26/2026	Mount Joy
Sandra Ortiz	Full-Time Daytime PN Instructor	03/02/2026	05/08/2026	Health Sciences
Brian Singer	Adult Ed Automotive Technology Program Director	08/24/2013	Retirement 12/31/2026	Willow Street

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Greysen Kowolewski	IT Tech	\$25.53 per hour, non-exempt, benefit eligible, 12 months	06/08/2026	Brownstown
Bahir Wahidullah	Part-Time Daytime Custodian	\$14.99 per hour, non-exempt, no benefits, 12-months	06/01/2026	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location
Benjamin Stiles	School Counselor	Transferring from School Counselor at BT to Outreach Counselor at WS, exempt, no change in salary or benefits	Start of 2026-27 School Year	Willow Street

Action Items

- FMLA:
 - #2172, Willow Street, 05/26/2026 - 05/26/2027 - Intermittent
 - #11504, Willow Street, 5/20/26 - 08/12/26

- #11552, Health Science Campus, 5/14/26 - 5/14/27 - Intermittent
- Extra Duty:
 - School Counselors - a maximum of 15 days paid at their per diem rate to be worked before the start of the 2026-27 school year.
 - Instructional Coaches - 2 days at their per diem rate for New Teacher Workshops 8/10 - 8/11/26.
- Diane Lowery and Erin McFalls, Early Childhood Education Instructors: Two days each to be worked between 7/13 - 8/6/26 and paid at the curriculum writing rate, due to assisting students with obtaining necessary background clearances and completing other required paperwork.
- Stipend for Nicole Jeandell, Human Resources Generalist, \$75 per week effective May 20, 2026 through the return of the Director of Human Resources.
- Erick Leiva - Up to 3 days to be worked for painting at the House Project in Mount Joy, to be paid at the curriculum writing rate.
- Ryan Clark - Summer Camp Instructor, 6/8-6/11/26, \$42.60 per hour.
- 2025-2026 Adult Ed Instructor:
 - Justin Findley: Heavy Equipment, Summer Term 6/8/26 - 6/24/26
- 2026-27 Requests for Column Movement:
 - Theresa Bridwell, from Column C (B+12) to Column E (Masters)
 - Mark Seibert, from Column F (BEQ+15) to Column G (BEQ+30)
 - Richard Moore, from Column C (Voc I +21) to Column D (Voc II)
 - Erin Maddox, from Column E (BEQ or Bachelor's degree) to Column F (BEQ + 15)

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

Informational Items

- Updated start date for Joshua Kreider, Maintenance Technician, from 5/4/26 to 5/5/26.

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Menno Riggelman, Matt Beakes, Jason Breckbill

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

Mr. Breckbill provided the Building & Property Committee report.

Informational Items

- Brownstown Updates
 - Door Swipe Access Complete
 - Fire Alarm Panel / Devices Replacement Scheduled 6/15-17
 - Cafeteria Door replacements x3
 - Lancaster Sewer Authority, moving forward will be a low-pressure system plan (Turtle Road)
- Mount Joy Updates
 - Boilers (One coiler leaking) (\$382,300) (Capital) Ordered
 - Hot water heater (\$112,160) (Capital) Ordered
 - Daycare Roof Restoration Quote (\$225K) Material deliver 5/21, Start 6/1
 - Fire Alarm Panel /Devices Replacement Scheduled 6/22-24
 - Auction Items for Disposal, Keller pick up 6/1
 - Safety Grant for CDL trailer doors access on-going
 - New Building & Property Space renovations started (Lighting) POs for Floors \$ Paint
- Willow Street Updates
 - Exterior Lighting (Safety Grant) Completed
 - Front Roof section (\$408K) Main section complete. Canopy in process
 - Boiler replacement \$422,300 Ordered
 - Box Truck replacement Request to Bid (Finance)

- Vet Tech area electrical additions
- Terrazzo repair for June
- Health Science Updates
 - Vending services to students, electrical 5/19-21 Microwave power added
 - Next steps to plan future improvements, Stair Case, Level 2 Flooring

Dr. Henderson asked about the Keller auction and the security of it. Mr. Klein said that the auction is all on line and they can come to two campuses to pick the items up. We used to do the auction in house and now it's easier online through Keller.

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

- Adult Education Catalog
 - Tuition updates and making sure it aligns with the policies that we have.
- Overnight Field Trip
 - Atlanta, Georgia - SkillsUSA, Nationals = 5/30/26 - 6/6/26

Mr. Steinman asked how many students were going to Nationals. Mr. Moeller said that 3 students and 2 instructors will be going to Nationals.

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

Informational Items

- Application Status Secondary 2026-27 - 4/27/2026
- Application Status Secondary 2026-27 - 5/4/2026
- Application Status Secondary 2026-27 - 5/11/2026
- Application Status Secondary 2026-27 - 5/18/2026
- Application Status Secondary 2026-27 - 5/26/2026
 - We are at 95% capacity for next year.
- Program Report Cards 25-26
- Enrollment Status Post-Secondary 2026-27
- Affiliation Agreements
 - Warwick Ambulance
- NOCTI Data
- Bus Driver List May 2026

Field Trips

Date(s)	Place	Program/Campus
4/29/26	A. I. Training, Quarryville	APST - WS
4/30/26	S & A Kreider, Quarryville	APST - WS
5/4/26	Penn Croft & Pine View Dairy, Lancaster	APST - WS
5/5/26	Fly on the Run, Lititz	APST - WS
5/6/26	Woerth It Hollow, Kirkwood	APST - WS
5/7/26	Fly on the Run, Lititz	Culinary - MJ
5/13/26	Cherry Hill Orchard	APST - WS
5/18/26	PennTech, Williamsport	Precision Machining - MJ
5/21/26	Bank of Bird-in-Hand, Paradise	APST - WS
5/22/26	Classic Auto Mall, Morgantown	Intro to Auto - 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 - April
 - Money Market Account - April
 - Cafeteria Fund - April
 - Capital Reserve 2001 - April
 - Capital Reserve 2018 -April
 - Production & Activity Accounts - April
 - Bill Payment: Summary
 - General Fund - Bill Payment List - April
 - 2001 Capital - Bill Payment List - April - Nothing to Report
 - 2018 Capital - Bill Payment List - April - Nothing to Report
- Internal Service Fund Report - Health - April
- Internal Service Fund Report - Unemployment - April
- 13 Month Rolling Treasurer's Report Balances - April
- Financial Comparison Report
 - We are in the fifth month and this shows where we are financially with revenue, expenditures, surplus and/or loss.

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

- Permission to Purchase:
 - Go2Tech Switches and Access Points
 - Trane BAS
 - Trane Mechanical SA
 - Heim Preventative Maintenance
 - About All Floors
- Permission to Award Bid/RFP:
 - Feasibility Study
 - We received proposals from six firms and it was narrowed down to three. The group met with the three firms and they gave us their proposals in person. All three of the firms were local. After the three interviews, it was recommended that we go with Crabtree and Rohrerbaugh.

- Permission to Bid:
 - Small Box Truck

Seeking Approval

- Approve to Disposal
 - Maintenance Aerial Lift 12'
 - Brownstown items
- Authorized Official Resolution-Public School Facility Improvement Grant
- Public Safety Center Renewal
- Fraser Copier Management Agreement

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

Informational Items

- Brownstown Field Lease One Year Extension
- Facility Rental - Association of Millers
- Canteen Vending Agreement
- Aetna Stop Loss Renewal
- Auto Insurance Renewal
- Updated Inter District Agreements - NBL Program - 16 sending schools
- Diesel Direct Letter of Consent - IU Bulk Fuel Purchasing
- ABC Training Contract
- Saxton & Stump Renewal
- Lancaster SAP Renewal
- Go2Tech Renewals
- Financial Aid Renewal Agreements
 - Lehigh County
 - Clearfield County
 - Franklin County
 - Schuylkill County
 - York County

Dr. Henderson asked how often RFPs are sent out. Mr. Wiker shared that we don't do RFP directly, we go through this consortium of brokers on those things like the legal fees and accounting. That is usually five to seven years.

Dr. Henderson also asked what Financial Aid Renewal was? Mr. Wiker explained that Ms. Deb Woodcock, our Financial Aid director, who has worked at the CTC for 33 years helps five other counties do their financial aid for their adults. York county is one of the units that we assist and we are going to transition to them doing some of the work on their own. We will still mentor their staff on how to do their financial aid for FAFSA and all the federal funding for student loans and such. The contract is an agreement to pay us.

POLICY COMMITTEE

Chair - Grant Keener

Members – Brian Conroy, Jason Breckbill

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

Mr. Breckbill provided the policy committee report.

Action Items

Policies for 1st Read

204 VOL VI Attendance

209.2 VOL IV Diabetes Management

236.1 VOL I Threat Assessment -

- Mr. Steinman asked who was on the Threat Assessment Team? Dr. Long explained that he is the school's safety coordinator and there is a team of about 15 individuals from the schools.

325 VOL I Dress and Grooming - Employees

610 VOL IV Purchases Subject to BID/Quotation

Policies for 2nd Read and Approval

233 Suspension and Expulsion - Secondary

- Mr. Steinman asked if a student is expelled from the CTC, do they go back to attending their sending school? Dr. Long replied that no they do not. He also asked if once it goes to the hearing is it the JOC or the sending school that makes the decision to expel. Dr. Long said that it is the sending school that makes the determination.

626.1 VOL III Travel Reimbursement - Federal Programs

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

OLD BUSINESS

NEW BUSINESS

The 2026 PSBA Delegate Assembly will occur on **Saturday, November 7, 2026, at 9:00 a.m. at Cumberland Valley School District's Mountain View Auditorium**. The Delegate Assembly will be held **in person only**. LCCTC is entitled to appoint one individual to attend the Assembly no later than Friday, June 26, 2026 at 5:00 p.m.

Mr. Steinman volunteered to attend the 2026 PSBA Delegate Assembly.

Mr. Welk asked for a motion to approve Mr. Steinman as the JOC representative for the 2026 PSBA Delegate Assembly.

Mr. Riehl motioned and Mrs. Wagner seconded to approve Mr. Steinman for the volunteer position.

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

Mr. Steinman asked to look into the Rubric for the Academic Rigor when deciding which students are accepted into the CTC. Mr. Moeller explained that the Rubric is used to get the right students into the right program.

At the past General Advisory Committee (GAC) meeting it was shared that the Brownstown campus scored more than 75% advanced for the NOCTI exams. This allows them to receive a Career and Tech Excellence Award. Mr. Welk asked Dr. Long if on behalf of the JOC an accommodation and appreciation letter be sent to the Brownstown staff for their hard work in achieving that NOCTI score. Dr. Long agreed to send the letter.

ADJOURN

Mr. Welk called for an adjournment at 8:18 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on June 25, 2026 at the Willow Street Campus.

Desiree Wagner, Secretary

5/28/2026