

Joint Operating Committee Agenda
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday August 28, 2026
Brownstown Campus

Authority Committee	4:30 PM
Personnel Committee	6:15 PM
Building & Property	6:00 PM
Planning & Development Committee	6:00 PM
Finance Committee	Conference Call – 8/26/2026 @ 2:00 PM
Executive Session	6:30 PM Prior to JOC meeting for Personnel

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 -

[Organizational Updates](#)

[Minutes of the June 25, 2026 Board Meeting](#), [Personnel Committee Minutes](#), [Building And Property Committee Minutes](#), [Planning and Development Committee Minutes](#), [Finance Committee Minutes](#) and [Policy Committee Minutes](#).

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

[Secondary update](#)

[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
Margaret Foight	Communications Coordinator	09/30/2024	09/07/2026	Brownstown

Appointments:

Employee	Position Title	Employment Info	Start Date	Location
Curtis Fischer	Adult Ed Automotive Technician Program Director	\$71,174 per year, exempt, benefit eligible, 12 months	10/12/2026	Willow Street
Stacy Gillis	Part-Time Adult Ed Welding Instructor	\$32.75/hour, exempt, no benefits	08/25/2026	Mount Joy
Hannah Good	Part-Time Adult Ed Dental Hygiene Instructor to be utilized as a substitute.	\$40/hour, exempt, no benefits	08/17/2026	Willow Street
Nicholas Jenkins	Part-Time Adult Ed Machinist/CNC Operator Instructor	\$32.75/hour, exempt, no benefits	09/07/2026	Mount Joy
Noah Labeau	Long-Term Substitute for Introduction to Culinary Careers	\$60,262 (Column A, Step 1), exempt, benefits eligible, 189 days	Start of the 2026-2027 School Year	Brownstown
Drema Shireman	Part-Time Dining Room Aide	\$19.17/hour, non-exempt, no benefits	08/31/2026	Mount Joy
Matthew Titter	Secondary Instructor - Introduction to Culinary Careers	\$62,062 (Column A, Step 4), exempt, benefit eligible, 189 days	Start of the 2026-2027 School Year	Willow Street

Transfers:

Employee	Position Title	Employment Info	Start Date	Location

Action Items

- FMLA:
 - #634, Brownstown, 8/17/26 -11/10/26
 - #11504, Willow Street, 7/27 - 12/23/26, Intermittent
- New Teacher Mentor:
 - Alison Shepler for Noah Labeau
 - Rachel Sprecher for Matthew Titter
- New Job Description: [Part-Time Adult Ed HVAC Instructor](#)
- [2026-27 SOS Food Service Employees](#)
- 2026-27 SOS Food Service Hourly Rates (no changes from 2025-26):
 - Food Service Specialist – \$20.00
 - General Worker Lead/Food Service Manager - \$18.00
 - Cook/Food Service Cook - \$17.00
 - General Worker/Food Service Aide - \$15.00
- [2026-27 Request for Column Movement](#)
- 2025 - 2026 Tenure
 - Alisha Irizarry

Approve Personnel Committee Report – Vote

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Menno Riggelman, Matt Beakes, Jason Breckbill

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

Informational Items

Brownstown Updates

- Fire Alarm Panel / Devices Replacement Complete
- Cafeteria Door replacements X3 (Grant ?)
- Lancaster Sewer Authority, Moving forward will be a low-pressure system plan (Turtle Road)
- Building Automation Software (LON to Bacnet) X3 On-going

Mount Joy Updates

- Boilers On-going
- Hot water heater complete
- Fire Alarm Panel / Devices Replacement complete
- Auction Items for Disposal complete
- New Building & Property Space renovations on-going

Willow Street Updates

- Boilers On-going
- Box Truck replacement Request to Bid (Finance)

Health Science Updates

- Next steps to plan future improvements, Stair Case, Level 2 Flooring, PO issued

Facility Use

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Steve Riehl

Members – Desiree Wagner, Ramon Rivera

Administrators – Michael Moeller, Karin Shipman, David Smith

Action Items

- General Education CIP
- [CSG Outreach Specialists](#) (Safety Grant/Perkins Grant)
- Overnight Field Trip
 - Skills USA Central Region Leadership Conf - Harrisburg 11/11/26 - 11/13/26 - All Campuses
 - Bureau of Engraving and Printing - Washington DC - 10/16/26 - BT & WS - Intro to Visual Communication
 - FFA Leadership - Sheraton Hotel, Harrisburg, - 2/13-14/26 - FFA WS

Approve Planning and Development Committee Report – Vote

Informational Items

- [Application Status Secondary 2026-27](#)
- [Technical Assistance Program 26-27](#)
- [Enrollment Status Post-Secondary 2026-27](#)
- [Walgreens Immunization Clinic Agreement](#)
- [2026-2027 Student Handbook](#)
- [Bus Driver List](#)

Field Trips

Date(s)	Place	Program/Campus
9/16/26	Solanco Fair, Quarryville	APST - WS
9/23,24,25/ 26	Lampeter Fair, Lampeter	APST - WS
10/2/26	Keystone International Livestock, Farm Show, Harrisburg	APST - WS
10/6/26	Manheim Farm Show, Manheim	APST - WS
10/8/26	BIA, Lancaster Convention Center, Lancaster	All Campuses
10/13/26	HACC, Harrisburg	Culinary - MJ
11/10/26	Lebanon Fair Grounds, Lebanon	APST - WS
11/13/26	National Dog Show, Greater Phil Expo Ctr, Philadelphia	Vet Assist - WS
12/1/26	Central Market, Lancaster	Culinary - MJ
1/11/27	PA Farm Show, Harrisburg	APST - WS
1/12/27	Pa Farm Show, Harrisburg	Vet Assist - WS
1/13/27	Farm Show, Harrisburg	Culinary - MJ
4/9/27	Central Manor Dairy Farm, Washington Boro	Vet Assist - WS
4/14/27	Masonic Village, Elizabethtown	Culinary - MJ
4/28/27	Willow Valley Community, Willow Street	Culinary - MJ
5/14/27	Elmwood Zoo, Norristown	Vet Assist - WS
5/26/27	Shady Maple, East Earl	Culinary - MJ
5/28/27	Green Dragon, Ephrata	Culinary - MJ
6/1/27	Roots, Manheim	Culinary - MJ

FINANCE COMMITTEE

Chair – Andrew Welk

Members – Philip Eby, Jerry Steinman

Administrators – Jeremy Wiker, Rachel Hetzel

Financial Reports

- Treasurer's Reports:
 - General Fund - [June](#), [July](#)
 - Money Market Account - [June](#), [July](#)
 - Cafeteria Fund - [June](#), [July](#)
 - Capital Reserve 2001 - [June](#), [July](#)
 - Capital Reserve 2018 - [June](#), [July](#)
 - Production & Activity Accounts - [June](#), [July](#)
 - Bill Payment: Listing, Summary - [June](#), [July](#)
 - General Fund - Bill Payment List - [June](#), [July](#)
 - 2001 Capital - Bill Payment List - No Payments to report
 - 2018 Capital - Bill Payment List - [June](#), July- No payments to report
- Internal Service Fund Report - Health - [June](#), [July](#)
- Internal Service Fund Report - Unemployment - [June](#), [July](#)
- 13 Month Rolling Treasurer's Report Balances - [June](#), [July](#)
- Financial Comparison - [June 30th](#), [Current](#)

Seeking Approval

- A Motion is recommended to approve and authorize participation in and accept the current and subsequent bids and awards of the joint purchasing programs for the fiscal year ending June 30, 2027: IU13 Cooperative Purchasing Group, CoStars, Keystone Purchasing Network (KPN), PEPPM (Technology Purchasing), and US Communities.
 - PEPPM: [PEPPM -](#)
 - Keystone Purchasing Network: <https://www.thekpn.org/>
 - COSTARS: <https://www.dgs.pa.gov/COSTARS/Pages/default.aspx#>
 - US Communities: <https://www.omniapartners.com/publicsector/who-we-serve/local-government>
- [Krapf Transportation Contract](#)
- [West Earl Township - Reciprocal Temporary Sheltering & Reunification Facilities - Brownstown Campus](#)
- [Jerre Martin Repair - Heavy Equipment Affiliation Agreement](#)
- [Facilities Use Dental Hygiene](#)
- [Facilities Use Vet Tech](#)
- [Items to be Disposed](#)

Approve Finance Committee Report – Vote

Informational Items

- [Aetna Stop Loss](#)
- [Assured Partners - ACA Filing](#)
- [MS EAP Agreement](#)
- [Spooky Nook Facility Usage](#)
- [2025/26 Campus Donations](#)

POLICY COMMITTEE

Chair- Grant Keener

Members – Brian Conroy, Jason Breckbill

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

Action Items

Policies for 1st Read

[221](#) VOL I Dress Code Secondary

[320](#) VOL II Freedom of Speech

[709](#) Building Security

[903](#) VOL I Public Comment in Joint Operating Committee Meetings

Policies for 2nd Read and Approval

[105.2](#) VOL V Exemption from Instruction

[218.1](#) VOL I Weapons

[711](#) Trespassing/Vandalism

[827](#) VOL III Conflict of Interest

[830.1](#) Data Governance - Storage/Security

Approve Policy Committee Report – Vote

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 September 24, 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.