

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday June 25, 2026
Willow Street Campus

Attendees: Brian Conroy, Debra Sturgis, Grant Keener, Jason Breckbill, Jerry Steinman, Justin Wimer, Matt Beakes, Menno Riggelman, Dr. Molly Henderson, Nicholas Marinaro, Pam Blickle, Philip Eby, Sandra Duncan, Steve Riehl

Absent: Andrew Welk, Desiree Wagner, Ramon Rivera,

Also Present: - Dr. Scott Long - Administrative Director, Mike Moeller - Assistant Administrative Director, Jeremy Wiker - CFO, Baiesha Dudley - Recording Secretary, Karin Shipman, Dave Smith, Tim Klein, Rachel Hetzel, Jeremy King

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 school safety board input.

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

Mrs. Sturgis wanted to make an amendment to the Personnel Committee informational item that states Nancy Matsvayi is transferring to a Substitute Practical Nursing Instructor role from June 5, 2026 - July 1, 2026. She will resume her Full-Time Evening Practical Nursing Instructor position on July 2, 2026. She has now handed in her resignation and will not be transferring roles.

Mr. Riehl motioned and Mr. Breckbill seconded to approve the JOC Agenda with the amendment to the Personnel Committee informational item. 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 – Mr. Wimer provided the Superintendent's report.

Mr. Wimer shared that Dr. Peart was not in attendance and any information will be available at the next meeting.

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

Minutes of the May 28, 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 – April - Mr. Moeller provided the committee with updates. All changes from the previous meeting are reflected in red.

Mr. Moeller shared that we have submitted the Perkins technical grant for secondary and post-secondary. We received an increase in grants for post-secondary and secondary.

Campus MOU's

- MOU 2026-2028 MJ Northwest Regional Police Department
- MOU 2026-2028 MJ East Hempfield Township Police Department
- MOU 2026-2028 BT West Earl Township Police Department
- MOU 2026-2028 WS West Lampeter Township Police Department

The attached MOU's formalize our partnership with the law enforcement agencies. It defines their roles, responsibilities, communication and collaborative procedures to make sure that our campuses are supported. They are largely the same as last year, except that there was added language that's part of ACT 47 to make sure that there are procedures in place for coordination between law enforcement and our threat assessment team.

Secondary Update

- There were summer camps at the Brownstown and Mount Joy campuses from June 8th to June 11th. At the Brownstown campus it was a visual arts camp and it was a manufacturing camp at the Mount Joy campus. There were 15 students at Brownstown and 21 at the Mount Joy campus.
- There were two 1st place winners for the Skills Nationals championship. A secondary and post-secondary student won in the Dental Assisting competition.
- The Animal Production students visited the 97th annual Pennsylvania FFA State Convention at State College.

Post Secondary Update

- The 2025-26 Post secondary numbers for programs was
 - Degree Programs:
 - Auto Tech: 18
 - Dental Hygiene: 30
 - Vet Tech: 23
 - LPN: 215
 - Welding: 75
 - CDL: 90
 - EFDA: 13
 - Phlebotomy: 28
 - Safety Inspection: 201
 - Emissions: 138
 - HVAC: 11
- 15 students from Dental Hygiene Cohort 6 that graduated in May have taken the state board exam.
- 11 students from the Welding program that graduated, have 9 that have been employed full-time.

LPN Updates

- Canteen Vending machines were installed for use on June 23rd.
- Various equipment has been ordered.
- Additional Microwaves were put in the student lunch area
- LCCTC will be working with Willow Valley to provide instructional opportunities in simulation.
- Working with Deb's house to assist single mothers attending our programs.
- Faculty attended two onsite education sessions to enhance active teaching methods.
- 6 faculty members attended the Pennsylvania Association of Practical Nursing Supervisors for a one day faculty conference.
- Graduating Classes update
 - Cohort 170 (December 202) = 43 students
 - Cohort 171 (April 2026) = 45 students

Mr. Breckbill motioned and Mrs. Sturgis 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
Jennifer Houser	Full-Time 2nd Shift Custodian	01/04/2021	06/12/2026	Brownstown
Katelin Danilyuk	Part-Time Practical Nursing Instructor Substitute	06/04/2024	06/22/2026	Health Science

Appointments:

Employee	Position Title	Employment Info	Start Date	Location

Transfers:

Employee	Position Title	Employment Info	Start Date	Location

Action Items

- Motion to authorize LCCTC administration to provisionally hire employees, in the absence of the July 2026 Joint Operating Committee ("JOC") meeting, subject to the final JOC approval of any such hirings at its August 27, 2026, meeting.
- Rescind the provisional employment of Bahir Wahidullah as Part-Time daytime custodian effective June 1, 2026.
- Fall 2026-27 General Education Instructor:
Kimberly Navikas: SOC 100 - Introduction to Sociology
- Request for Column Movement
- New Teacher Mentors
 - Under WS Lindsey is listed twice. Don Lingle is doing year 3.
- Approval of Advisors (per CBA)
 - NTHS:
 - Laura Laukhuff & Lindsay Feerar (WS)
 - Leslie Schlosser & Margie Gantz (MJ)
 - Alison Shepler & Kristi Hart (BT)
 - Skills USA:
 - Arielle Dunkle & Rachel Sprecher (WS)
 - Jim Smith & Margie Gantz (MJ)
 - Collin Ames & Brian Myers (BT)
 - FFA: Lori Lefever, WS

- Proposed Pay Adjustments

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

Informational Items

- Updated retirement date for Brian Singer, Auto Tech Program Director, from 12/31/26 to 11/30/26.
- Nancy Matsvayi is transferring to a Substitute Practical Nursing Instructor role from June 5, 2026 - July 1, 2026. She will resume her Full-Time Evening Practical Nursing Instructor position on July 2, 2026.
 - Has handed in her resignation.

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**
 - 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)
 - Building Automation Software (LON to Bacnet) X3
- **Mount Joy Updates**
 - Boilers (Demo complete, starting installation)
 - Hot water heater (Demo complete, starting installation)
 - Daycare Roof Restoration Complete
 - Fire Alarm Panel / Devices Replacement Scheduled 6/22-24
 - Auction Items for Disposal, Complete Next Auction in July
 - Safety Grant for CDL trailer doors access complete
 - New Building & Property Space renovations in process
- **Willow Street Updates**
 - Front Roof section, Main section complete, Canopy completed
 - Boilers (Demo complete, starting installation)
 - Box Truck replacement Request to Bid (Finance)
 - Vet Tech area electrical additions completed
 - Terrazzo repair completed
- **Health Science Updates**
 - Vending services to students, electrical complete
 - Next steps to plan future improvements, Stair Case, Level 2 Flooring, PO issued

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

- Student Handbook 26-27

- The updates are standard.

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

Informational Items

- Application Status Secondary 2026-27 - 6/1/2026
- Application Status Secondary 2026-27 - 6/8/2026
- Application Status Secondary 2026-27 - 6/15/2026
- Enrollment Status Post-Secondary 2026-27
- VCA Animal Hospitals MOU

FINANCE COMMITTEE

Chair – Andrew Welk

Members – Philip Eby, Jerry Steinman

Administrators – Jeremy Wiker, Rachel Hetzel

Mr. Steinman provided the Finance Committee report.

Financial Reports

- Treasurer's Reports:
 - General Fund - May
 - Money Market Account - May
 - Cafeteria Fund - May
 - Capital Reserve 2001 - May
 - Capital Reserve 2018 - May
 - Production & Activity Accounts - May
 - Bill Payment: Listing, Summary
 - General Fund - Bill Payment List - May
 - 2001 Capital - Bill Payment List - May - Nothing to Report
 - 2018 Capital - Bill Payment List - May
- Internal Service Fund Report - Health - May
- Internal Service Fund Report - Unemployment - May
- 13 Month Rolling Treasurer's Report Balances - May
- Financial Comparison
 - This shows that the CTC had increased revenue and came in below budget.

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

- Permission to Purchase:
 - IU Microsoft Renewal
 - IU Securly Renewal
 - IU Adobe Renewal
- Permission to Reject Bid:
 - Small Box Truck

Seeking Approval

- Permission to make purchases, pay bills, complete budget transfers, initiate bids or rfps, award successful bids that are currently in process, and execute financial contracts in the absence of a July JOC meeting. The details of any and all such actions taken will be reported to the JOC in August.
- GASB 54 Resolution
- 2026-2027 Salary Wage Ranges
- Laerdal Agreement - CPR Training System

- Asset Disposal - WS Collision; Other Items; Summer

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

Informational Items

- DC Gohn 4th Addendum
- Insurance Renewal for Lions Club building
- EDSI Addendum
- Wellness Screening Agreement

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 1st Read

105.2 VOL V Exemption from Instruction

218.1 VOL I Weapons

827 VOL III Conflict of Interest

Policies for 2nd Read and Approval

204 VOL VI Attendance

209.2 VOL IV Diabetes Management

236.1 VOL I Threat Assessment

325 VOL I Dress and Grooming - Employees

332 VOL I Working Periods

610 VOL IV Purchases Subject to BID/Quotation

611 VOL VI Purchases Subject to Budgeted

Mr. Keener motioned and Mr. Conroy 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

Dr. Henderson asked if Masonry was considered as a program at the CTC. Mr. Moeller said that we used to have it but it closed in 2012 because of a lack of interest and a low enrollment. Thaddeus Stevens currently runs a Masonry program.

ADJOURN

Mr. Wimer called for an adjournment at 7:29 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on August 27, 2026 at the Brownstown Campus.

Desiree Wagner, Secretary

6/25/2026