

Joint Operating Committee Minutes
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
Thursday August 27, 2026
Brownstown Campus

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

Absent: Andrew Welk, Desiree Wagner

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

Mr. Wimer called the JOC meeting to order at 7:05 P.M.

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 amend the JOC agenda on the LCCTC website. The date says 8-28-26 and it should say 8-27-26 as the date of the JOC meeting.

Mr. Riehl motioned and Mr. Eby seconded to approve the JOC agenda amendment on the LCCTC website. All members present voted in favor.

Mr. Henderson motioned and Mr. Steinman seconded to approve the JOC 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.

The Professional Advisory Committee has not met since our last JOC meeting. The next meeting will be held virtually on September 8th.

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

Organizational updates document was shared

- Dr. Long shared that we opened the 2026-27 school year at approximately 93% capacity, with over 1600 students enrolled.

- The feasibility study is underway. We are still in the process of gathering information. There have been a number of meetings to develop and few options to obtain substantial growth. The goal is to be done by January to be able to have them (Crabtree, Rohrbaugh & Associates) present to the JOC.
- The Certificates and Awards ceremony for the Mount Joy students will now be held at Spooky Nook Sports Complex. We lost our contract with LCBC because they have two events in May. We needed a palace that could hold at least 2000 plus people.
- A few of our JOC members participated in the Solanco Education Association Golf Event. Mr. Wimer, Mr. Welk and Dr. Peart attended the event, with Mr. Wimer getting a trophy.

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 provided the committee with updates.

All changes from the previous meeting are reflected in red.

Mr. Moeller shared that

- We put in a submission for a public school facilities grant for fire panels, more roof repairs and cafeteria doors all at the Willow Street Campus. We submitted a total project of \$520,000 and they would fund 389,000. After that we have to match 25%. We are waiting to hear back from them for the approval of that.
- September 1st there is a new PennDot grant for heavy highway equipment that we will be putting in a submission for to support our Heavy Equipment, CDL and Diesel programs. That grant could be up to \$500,000.
- October 17th is the due date for the School Safety grant. At the CTC we would receive \$70,000.

Secondary Update

- We held our inservice August 18th at the Brownstown Campus.
- The first day of school was August 20th and we had close to 90% attendance on the first two days. Dr. Long and Mr. Moeller visited all of the campuses to greet the students and teachers.
- Some of the school vehicles received new school logo wraps and some were re-painted.
- Building and Property Maintenance began the year with a full class. The remodeled room went well with all of the teams working together to have a quick turn around.
- Total co-op applications from last year were 276. The Employer Engagement Fair will be September 21-25, 2026. It is a job fair for the students, where the employers get to talk to the students and vice versa to gain information about the jobs. If any of the board members are interested in attending, they can reach out to Dr. Susan Wienand.

Post Secondary Update

Mr. Smith shared that

- The full-times classes for post-secondary began this week
- On August 18th there was a New Student Orientation held with 38 degree seeking students and 9 intergenerational students in attendance.
- The Auto Tech numbers were down but the Vet Tech numbers were up.
- On August 15th, there were 13 students from Vet Tech Cohort 11 that participated in their pinning ceremony at The Elizabeth in Elizabethtown, PA.
- On August 21st there were 31 students from the Nursing program Cohort 172 had a graduation ceremony at Willow Valley.
- The Welding Program has launched its first class supported by funding from the TIDE Grant (Talent & Innovations Defense Ecosystem). The grant provides eligible individuals with the opportunity to participate in a 120-hour Basic Welding program at no cost to the student. There are 6 students currently enrolled and the funding is for a total of 40 individuals.

- Upcoming Events
 - September 15th Nursing Program has the Fall Career Fair.
 - September 25th The Vet Tech Program has the annual Animal Rescue event.
 - October 3rd The Vet Tech Program will partner with Finding Toby to host a free microchipping event from 10am-12 noon.
 - November 7th The Dental Hygiene Program will host a basket bingo fundraiser.

Mr. Eby motioned and Mr. Steinman 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
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

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

BUILDING AND PROPERTY COMMITTEE

Chair – Sandra Duncan

Members – Menno Riggelman, Matt Beakes, Jason Breckbill

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 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

Mr. Riehl provided the Planning & Development Committee report.

Action Items

- General Education CIP 13.0101
 - This is a new program that we would like to start next year. Mr. Riehl shared that the program was approved by the General Advisory Committee in the spring. We are looking to finalize it to get it started at the beginning of the next school year. Mr. Steiman shared his concern for students possibly missing out on 4th year math, english and 3rd year science credits if they attend this program. There are also other schools in the district that offer this kind of program and he is not sure this is the best use of the space. He also shared that the CTC would need a specific type of instructor for the program. Dr. Long shared that there are other school districts that offer the General Education program. He also explained that the advantage of this program at the CTC is that there is a statewide articulation for students to go through this program, and they can earn 9 to 12 credits towards their Teacher Education Program at a State University. In addition, we are able to get articulation accreditation at local colleges. This program is also popular because PDE (Pennsylvania Department of Education) gives a wide variety and flexibility of certifications that are needed to teach this program. Which makes it a little easier to get an instructor. Other advantages to the program is that students will also gain foundations of education, instructional strategies, internship experiences and they also leave the program with potentially a whole semester of credits. Mr. Steinman's main concern was sending a student to a full day CTC program; they would lose out on a number of programs that the CTC does not provide. Mr. Steinman then asked if the program could be pulled and voted on separately.

Mr. Steinman motioned to pull out the General Education program to be voted on separately and Dr. Henderson seconded the motion.

A vote was taken and 9 voted for and 5 against voting on the General Education program separately. The motion was passed.

- 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
 - Mr. Riggelman does not agree with the need for an overnight stay in Harrisburg because the trip is not that far away. Mr. Moeller shared that they are in activities all throughout the day. Mr. Wiker said that we are asking for approval for regulation not for funding. He also shared that these are 13 hour long days and from a safety standpoint it is best that the trip is overnight. Mr. Wimer asked that if a parent did not want their child to stay overnight could they pick the child up and Mrs. Shipman said yes they could.

Mr. Riehl motioned and Mr. Steinman seconded approving the Planning and Development Committee Report with the removal of the General Education program to be voted on separately. All members present voted in favor.

Mr. Wimer thanked the JOC Board for being willing to have open conversations respectfully.

Mr. Steinman motioned to table the General Education program approval until the next JOC meeting and Mrs. Sturgis seconded.

A vote was taken 5 voted for tabling and 9 voted against tabling the General Education program approval until the next JOC meeting. The motion was not passed.

Mr. Riehl motioned and Mr. Breckbill seconded to approve the General Education program. 14 members present voted in favor and 1 opposed and the motion was carried.

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, Harriburg	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

Mr. Steinman provided the Finance Committee report.

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

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

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

Mr. Breckbill provided the policy committee report.

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

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

OLD BUSINESS

NEW BUSINESS

There will be a board member workshop Tuesday Oct 13th at 6p.m. Dr. Long will send out a communication at a later date.

Mr. Wimer shared that he has been in constant communication with Dr. Long and Mr. Moeller about all of the exciting things that they are working on. If anyone wants a personal tour of the buildings and adult ed, reach out to Dr. Long.

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

ADJOURN

Mr. Wimer called for an adjournment at 8:31 P.M. of the JOC Meeting.

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

The next JOC meeting will be held on September 24, 2026 at the Mount Joy Campus.

Sandra Duncan, Assistant Secretary

8/27/2026