

**LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES**

**February 21, 2017**

I. The regular business meeting of the JOC was called to order at 6:30 p.m. by the President, Ruth Ann Schlegel.

II. Salute to the flag by all in attendance.

III. Roll Call – Present\*

Annville Cleona	*Ben Dohner	Joseph Zimmerman
Cornwall Lebanon	*Ruth Ann Schlegel	James Garrett
Eastern Lebanon	*Scott Houtz	*Jadell Souders
Northern Lebanon	*Stephen Lum	Beth Heckman
Palmyra	*William Bova	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

George Custer	Glenn Meck	Tina Geyer
Justin Weaber	Gregory Williams	Dr. Bartley
Teena Appleby, Parent	Paige Appleby, Student	Brenda Kreamer, HCT Instructor
Elise Allwein		Dale Miller, President, LCCTCEA

IV. Public Comment - none

*An Executive Session was held for a student matter at 6:35 p.m.  
Return to the regular business meeting at 6:40 p.m.*

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Houtz to approve the minutes of the January 17, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. Overview on Counselor's Breakfast – George Custer
- B. Highlight Monthly Newsletter – George Custer
- C. Update on Adult Education – Justin Weaber

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Lum that we approve the Financial Report for the period ended January 31, 2017 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Lum that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended January 31, 2017 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the bills as attached in the amount of \$195,629.38. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel Matters

A. Employee Status Change

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve the employee status change of Glenia Eusebio, from part time Bilingual Aide to full time Instructional Aide, \$12.49 per hour, 7 hours per day, 182 days, benefits employee only, effective February 22, 2017. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

B. Employment

It was moved by Mr. Houtz, seconded by Mrs. Kotay to approve the following for employment:

- 1.) That we approve the employment of Ruth Charleston as Part-Time Bilingual Aide, \$12.49 per hour, no benefits, effective February 22, 2017. Criminal record checks, child abuse clearance and employment verification forms on file.
- 2.) That we approve the employment of Melissa Furman as Full-Time Practical Nursing Instructor. Step 2, Column 1, with benefits effective retroactive to February 17, 2017. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

C. Professional Development Leave

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve Nina Eckert for Professional Development Leave effective the 2017-18 school year, compensation and benefits contingent on meeting all requirements of School Code, Policy and the Collective Bargaining Agreement. All members voting aye.

D. PN Part-Time Daytime and Evening Instructor and Substitute

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we employ the following instructor at the rate of \$31.50 per hour and add to our approved PN Part-Time Daytime and Evening Instructor and Substitute List as well as our approved PN Daytime and Evening Substitute List for the 2016-2017 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

<u>Name</u>	<u>Retro/Effective Date:</u>
HOSTETTER, Lisa	February 20, 2017

All members voting aye.

XI. Curriculum

A. Occupational Advisory Committees Report

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve the Administration's responses to the Occupational Advisory Committee as attached. All members voting aye.

B. Staff Development

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve the following conferences/workshops:

- 1.) That we approve Dale Miller, Industrial Machine Technology Instructor, to attend the Mill Training Level II workshop, retroactive to February 1-2, 2017. Estimated cost of \$360.00.
- 2.) That we approve Hanna Seyfert, Sports Therapy Sciences, to attend the PDE Rehabilitation Aide Task list approval workshop, March 28-29, 2017. Estimated cost of \$175.00.
- 3.) That we approve Ginger Lane-Phillips, Cafeteria Manager, to attend the 2017 PA Nutrition Educators Annual Conference, May 1-2, 2017. Estimated cost of \$450.00.

All members voting aye.

C. Youth Organization – Health Occupations Students of America

It was moved by Mr. Bova, seconded by Mrs. Kotay that ten students and two advisors be approved to attend the annual Health Occupations Students of America State Leadership Conference, Lancaster Host Resort, Lancaster, PA, March 8-10, 2017, the CTC covers the cost of advisor and student transportation, estimated cost \$900.00. All members voting aye.

D. School Calendar – First Review

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve the 2017-2018 school calendar for first review (as attached). All members voting aye.

XII. Finance

A. Budget Transfers

It was moved by Mrs. Kotay, seconded by Mr. Lum that we approve the budget transfers for the 2016-2017 school year as listed. All members voting aye.

B. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we accept additional revenue for Perkins for the fiscal year ended June 30, 2017 in the amount of \$7,457.00. All members voting aye.

C. Financial Aid Consultant

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the contract with Lancaster County Career & Technology Center, as Financial Aid Consultant (Adult Education Students) for the 2017-2018 school year at a cost not to exceed \$42,500.00 for one year as attached. All members voting aye.

XIII. Adjournment

It was moved by Mr. Houtz, seconded by Mrs. Kotay to adjourn the meeting at 6:59 p.m.

*An Executive Session followed the meeting for personnel matters.*

Respectfully submitted,

Tina Geyer  
Secretary

***NEXT MEETING – MARCH 21, 2017***