

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

**March 21, 2017**

I. The regular business meeting of the JOC was called to order at 6:32 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	Dr. Bartley	Lori Mattis, Health Careers Technology

*\*\*Stephen Lum arrived at 6:35 p.m.*

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Houtz to approve the minutes of the February 21, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. HOSA Advisor of the Year – Lori Mattis
- B. Highlights of March Monthly Report – George Custer
- C. Review of NTHS Changes – Glenn Meck
- D. Overview of 2017-2018 Budget – Tina Geyer
- E. Resignation Letter for the Purpose of Retirement (handout) - George Custer

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the Financial Report for the period ended February 28, 2017 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended February 28, 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 \$205,104.02. Included in this amount are the following Capital Reserve Fund checks:

<u>Vendor</u>	<u>Check No.</u>	<u>Amount</u>
G. R. Sponaugle	Ck#30562	\$ 9,400.00
Trane U.S., Inc.	Ck#30600	\$35,514.71
		<b>\$44,914.71</b>

All members voting aye.

X. Personnel Matters

A. Employment

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve the employment of Martha Rodriguez as part time custodian effective March 22, 2017, \$13.28 per hour, no benefits. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

B. Resignation

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we accept the resignation of Cory Remp, CTC Security Officer, effective retroactive to February 28, 2017. All members voting aye.

C. Adult Evening Instructor

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve the addition of the following instructor to our current approved list of adult evening instructors for 2016-2017 school year at the rate of \$31.00 per hour retroactive to March 13, 2017.

Rory Reno – Culinary Arts

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 Daytime and Evening Instructor and 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>
FURMAN, Melissa	February 21, 2017

All members voting aye.

E. Substitute

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve the following substitute instructor for the 2016-2017 academic year at the current rate. Criminal record checks, child abuse clearance and employment verification forms on file.

<u>Substitute Name</u>	<u>Effective:</u>
ROSS, Richard	March 22, 2017

All members voting aye.

XI. Curriculum

A. School Calendar – Final Approval

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

B. Modified Summer Calendar

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve a modified summer calendar for the period of June 5 through August 18, 2017. The normal work week hour requirements will be consolidated into a four-day work week. All members voting aye.

C. Staff Development

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve Dale Miller, Industrial Machine Technology Instructor, to attend the OSHA Introduction to Incident (Accident) Investigation, Baltimore, MD, April 6-7, 2017. Estimated cost of \$325.00. All members voting aye.

XII. Finance

A. Budget Transfers

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

B. Donation

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we accept donated items in the amount of \$3,500 from William Fox Munroe, Inc. as attached. All members voting aye.

C. Direct Energy Contract Amendments and Renewal

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve the Direct Energy contract amendments for the current contract, which expires June 30, 2017 and for the contract renewal term July 1, 2017 through June 30, 2020 as attached. All members voting aye.

XIII. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Houtz to adjourn the meeting at 7:23 p.m.

*An Executive Session followed the meeting to discuss personnel matters.*

Respectfully submitted,

Tina Geyer  
Secretary

***NEXT MEETING – APRIL 18, 2017***