

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

June 20, 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	*David Kline	Beth Heckman
Palmyra	William Bova	Christopher Connell
Lebanon	Rose Marie Kotay	*Tom Schaffer

Others present:

George Custer	Glenn Meck	Tina Geyer
Justin Weaber	Lisa A. Brown	Krista & Jim, Nutrition Group
Jenny Neidigh	Joann Biever	

IV. Public Comment - none

V. Minutes

It was moved by Mr. Schaffer, seconded by Mrs. Souders to approve the minutes of the May 16, 2017 regular business meeting. All members voting aye.

VI. Director's Report

A. Review of Adult Education Review
B. Review Practical Nursing Program
C. Review of Newsletter

VII. Communications - none

VIII. Business Reports

A. Financial Report

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

B. Cafeteria Report

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

IX. Approval of Bills

It was moved by Mr. Schaffer, seconded by Mr. Dohner that we approve the bills as attached in the amount of \$178,084.94. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel Matters

A. Employment – Administrative Director

Suggested Motion It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve the employment of Glenn K. Meck II as the Administrative Director per the Administrative Director Salary and Fringe Benefits Program as presented at JOC meeting, effective July 1, 2017. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

B. Resignation - SkillsUSA

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we accept the resignation of Nina Eckert, SkillsUSA Advisor, effective June 30, 2017. All members voting aye.

C. Act 93 Agreement

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve the Act 93 agreement as presented. All members voting aye.

D. Lebanon County Area Vocational Technical School Board Officers (Officers of the 54 member board)

It was moved by Mrs. Souders, seconded by Mr. Kline that the listed slate of officers be approved for the Lebanon County Area Vocational Technical School Board as voted on by the school district board members:

	President, Ruth Ann Schlegel Vice President, Scott Houtz		Secretary, Tina Geyer Treasurer, Rose Marie Kotay		
	FOR	AGAINST	ABSENT	ABSTAIN	NO VOTE
Annville-Cleona	9	0	0	0	0
Cornwall Lebanon	8	0	1	0	0
Eastern Lebanon	9	0	0	0	0
Lebanon	9	0	0	0	0
Northern Lebanon	9	0	0	0	0
Palmyra	9	0	0	0	0
TOTALS	53	0	1	0	0

All members voting aye.

E. Staffing

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we authorize the administration to advertise, interview and select or transfer staff to accommodate enrollment/staffing patterns per approved guidelines. All members voting aye.

F. JOC Secretary and Treasurer Stipends

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve the stipend for Joint Operating Committee Secretary and Treasurer at \$300.00 for each position for the 2017-2018 school year. All members voting aye.

G. Non-Union Support Staff

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve a 2.83% increase to the Non-Union Support Staff Salaries for the 2017-2018 school year. All members voting aye.

H. Part Time Evening PN Instructors/Substitutes – Rate Change

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve a rate change for the Part Time Evening PN Instructors/Substitute at a rate of \$32.00 per hour effective July 1, 2017 (This is a .50 increase.) All members voting aye.

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I. Adult Evening Instructors

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approved the following adult evening instructor for 2017-2018 school year at the rate of \$32.00 per hour.

<u>Instructor</u>	<u>Program</u>	<u>Effective Date</u>
Robert Corle, Jr.	Basic Culinary & Pastry (IU13)	July 1, 2017
Brian Peffley	Basic Culinary & Pastry (IU13)	July 1, 2017
Rory Reno	Basic Culinary & Pastry (IU13)	July 1, 2017
Hugo Garcia	Welding	July 1, 2017
Micah Good	Welding	July 1, 2017
Jeff Lazorcik	Welding	July 1, 2017
Terry Keath	Pipefitting	July 1, 2017

All members voting aye.

J. Administrative Merit Salary Increases

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve the following Merit Increases for Act 93 personnel and the Business Administrator for the 2017-2018 school year:

Greg Williams	\$700
Jason Nace	\$700
Jenny Neidigh	\$700
Tina Geyer	\$700
Justin Weaber	\$700

All members voting aye.

K. Substitute Secretaries

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve the following as Substitute Secretaries, at a rate of \$12.49 effective retroactive to June 1, 2017:

Gina Barry
Deborah Elliott

All members voting aye.

L. Leave

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we grant Jenny Neidigh, Practical Nursing Program Director, a leave of absence beginning June 28, 2017 and continuing up to 12 weeks per policy #329. All members voting aye.

M. Furloughs

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we furlough the following Cafeteria employees, effective June 30, 2017:

Ginger Lane-Phillips, Cafeteria Manager
Bonnie Lackey, Cafeteria Worker
Cara Osborne, Cafeteria Cashier
Mary Terreson, Cafeteria Worker

All members voting aye.

N. Severance

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve severance personal and sick day payout for the furloughed cafeteria staff pending executed MOU between the LCCTC and the LCCTCESP as attached. All members voting aye.

O. Professional Salary Schedule - 2017-2018

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we approve the 2017-2018 Professional Salary Schedule as attached. All members voting aye.

P. Long-Term Substitute

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we employ Michele Zimmerman as a long-term substitute for the Dental program, 189 days, at a salary of \$46,956 with benefits, effective August 22, 2017. Criminal record checks, child abuse clearances and employment verification forms pending. All members voting aye.

Q. Resignation

It was moved by Mrs. Souders, seconded by Mr. Schaffer that we accept the resignation of Benjamin Keller, Maintenance Technician, effective June 30, 2017. All members voting aye.

XI. Curriculum

A. Staff Development

It was moved by Mr. Dohner, seconded by Mr. Schaffer that we approve the following conferences/workshops:

- 1.) That we approve Nina K. Eckert, Dental Instructor, to attend the PACTEC 2017 Conference, Champion, PA, June 26-28, 2017. The cost to the school is \$0.00.
- 2.) That we approve Glenn Meck, Assistant Director; Justin Weaber, Adult Education Program Coordinator; Karen Gulotta, Special Populations Coordinator; and Deb Kercher, Vocational Facilitator, to attend the annual PACTA Summer Leadership Conference, University Park, PA, July 26-28, 2017. Estimated cost of \$3,450.00.
- 3.) That we approve Rene Gehman, Medical Assistant Instructor, to attend the HOSA State Officer Summer Workshop, Lancaster, PA, August 16-17, 2017. Estimated cost of \$140.00.

All members voting aye.

B. Adult Education Financial Aid Policies and Procedures Manual

It was moved by Mr. Dohner, seconded by Mr. Schaffer that we approve the Lebanon County Career and Technology Center’s Adult Education Financial Aid Policies and Procedures Manual. (Available at the JOC meeting) All members voting aye.

XII. Finance

A. Budget Adoption

It was moved by Mr. Schaffer, seconded by Mrs. Souders that the ballots of the six districts be recorded for adoption of the 2017-2018 budget in the amount of \$8,519,933.00 as voted on by the school district board members.

	FOR	AGAINST	ABSENT	ABSTAIN	NO VOTE
Annville-Cleona	9	0	0	0	0
Cornwall Lebanon	8	0	1	0	0
Eastern Lebanon	9	0	0	0	0
Lebanon	9	0	0	0	0
Northern Lebanon	9	0	0	0	0
Palmyra	9	0	0	0	0
TOTALS	53	0	1	0	0

All members voting aye.

B. Depositories

It was moved by Mr. Schaffer, seconded by Mr. Dohner that we approve the following depositories for the 2017-2018 school year:

Fulton Bank..... General Fund Deposit Account
..... General Fund Checking Account (Accounts Payable)
..... Payroll Account
..... Cafeteria Fund Account
..... Student Activity Account
..... Scholarship Fund Account
..... LPN Account (for PELL Wires)
..... 403b Account
PLGIT General/Payroll/Scholarship Funds
..... 2013 Authority Bond Funds

All members voting aye.

C. Payment of Obligations

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we grant permission for the Business Administrator to process payment of additional June and July 2017 invoices and to ratify payment at the August 2017 JOC meeting. All members voting aye.

D. National School Lunch Program

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we approve the agreements between the six member school districts and the Lebanon County Career and Technology Center for participation in the National School Lunch program for the 2017-2018 school year. All members voting aye.

E. Bid Authorization

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we authorize the administration to advertise for equipment/supply bids for the 2017-2018 school year as required by school code. All members voting aye.

F. Grant Applications

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we authorize the administration to submit grant/allocation applications for Perkins and any additional funds that may become available in 2017-2018. All members voting aye.

G. Budget Transfers

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we approve the attached budget transfers and any additional budget transfers as required by the audit for the 2016-2017 school year. All members voting aye.

H. Solicitor

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we approve the firm of Barley Snyder to be appointed as solicitor for the 2017-2018 fiscal year at their current hourly rate. All members voting aye.

I. Investment Officer

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we appoint Tina Geyer, Business Administrator, as the Lebanon County Career and Technology Center’s Investment Officer for 2017-2018 school year. All members voting aye.

J. Investment Plan – 2017-2018

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we approve the Investment Plan for the 2017-2018 school year as attached. All members voting aye.

K. Additional Revenue

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we accept additional revenue for the following for fiscal year ended June 30, 2017 in the amount of \$60,901.51.

PT PN Guaranteed Student Loans	\$25,410.00
PT PN Guaranteed Students Loans	3,300.00
Supplemental Equipment Grant	32,191.51
TOTAL	\$60,901.51

All members voting aye.

L. HVAC Control Service Contract

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we approve the contract with Siemen’s for HVAC control services for the 2017-2018 school year in the amount of \$28,900.00. All members voting aye.

M. Insurance Contract

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we approve the insurance contract with CM Regent to provide Property/Liability coverage for the 2017-2018 school year in the amount of \$47,696.00 and that we approve UPMC to provide Workers Compensation coverage for the 2017-2018 school year in the amount of \$20,720. All members voting aye.

N. Food Service Operation Contract

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we award the foodservice operation contract to Nutrition Group for the 2017-2018 school year. The operational budgets are based upon the National School Lunch Program guidelines. All members voting aye.

XIII. Policies

A. Policies - First Review

It was moved by Mr. Schaffer, seconded by Mrs. Souders that we approve the following policies for first review as attached:

619	Finances	GASB Statement Number 34
805	Operations	Food Service Supplement

All members voting aye.

XIV. Adjournment

It was moved by Mr. Schaffer, seconded by Mrs. Souders 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 – AUGUST 15, 2017