

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

**December 19, 2017**

I. The regular business meeting of the JOC was called to order at 6:31 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	*Amber Weaver	*Jadell Souders
Northern Lebanon	*David Kline	Beth Heckman
Palmyra	William Bova	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

Glenn Meck	Tina Geyer	
Justin Weaber	Greg Williams	Lisa Brown
Joann Biever, Authority Member		Mike Reiner, Sager, Swisher and Company

IV. Public Comment - none

V. Reorganization

- A. Glenn Meck was appointed to serve as Temporary Chairperson for the purpose of reorganization. All members voting aye.
- B. (1) It was moved by Mrs. Kotay, seconded by Mr. Dohner to nominate Mrs. Ruth Ann Schlegel to serve as President for 2018.
  - (2) It was moved by Mrs. Kotay, seconded by Mr. Kline to close the nominations for the office of JOC President. All members voting aye.
  - (3) Return to original motion: (B1). On a roll call vote, four yes votes were recorded and the motion carried.
- C. (1) It was moved by Mrs. Kotay, seconded by Mrs. Schlegel to nominate Mr. Ben Dohner to serve as JOC Vice President for 2018.
  - (2) It was moved by Mrs. Kotay, seconded by Mr. Kline to close the nominations for the office of JOC Vice President. All members voting aye.
  - (3) Return to original motion: (C1). On a roll call vote, four yes votes were recorded and the motion carried.
- D. It was moved by Mrs. Schlegel, seconded by Mr. Kline to nominate Mrs. Kotay to serve as Treasurer.
  - (2) It was moved by Mrs. Schlegel, seconded by Mr. Kline to close the nominations for the office of Treasurer. All members voting aye.
  - (3) Return to original motion: (D1). On a roll call vote, four yes votes were recorded and the motion carried.
- E. The meeting was returned to the newly elected President, Mrs. Ruth Ann Schlegel, for the regular business meeting.

VI. Minutes

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

VII. Director's Report

- A. Review of June 30, 2017 Financial Statements – Mike Reiner
- B. Review of Refund Calculation for 2016-2017 – Tina Geyer

VIII. Communications - none

IX. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Financial Report for the period ended November 30, 2017 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended November 30, 2017 as attached. All members voting aye.

X. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the bills/transfers as attached in the amount of \$895,176.91. Included in this amount is the following Capital Reserve Fund check:

<u>Vendor</u>	<u>Check No.</u>	<u>Amount</u>
Dentech	31819	\$7,892.00
		<hr/>
		<b>\$7,892.00</b>

All members voting aye.

XI. Personnel Matters

A. Resignation

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation of Jonathan Cooper, Diesel Truck Technology Instructor, effective December 31, 2017. All members voting aye.

XII. Curriculum

A. Staff Development

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve Hugo Garcia, Welding Technology Instructor, to attend the Miller Electric Instructor Seminar, Swedesboro, NJ, January 23-24, 2018. Estimated cost of \$270.00. All members voting aye.

XIII. Finance

A. Joint Operating Committee Meeting Dates for 2018

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that the listed meeting dates for 2018 be approved at 6:30 p.m. with the exception of July – no meeting.

January 16, 2018	July, 2018 – <i>(no meeting)</i>
February 20, 2018	August 21, 2018
March 20, 2018	September 18, 2018
April 17, 2018	October 16, 2018
May 15, 2018	November 20, 2018
June 19, 2018	December 18, 2018

All members voting aye.

B. Audit Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we accept the audit report of Sager, Swisher and Company for the year ended June 30, 2017. All members voting aye.

XIV. Policy

A. Policy – Final Review

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the following policies for final review as attached:

239	Pupils	Student Wellness
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All members voting aye.

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

XV. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Kline to adjourn the meeting at 7:13 p.m.

Respectfully submitted,

Tina Geyer  
Secretary

***NEXT MEETING – JANUARY 16, 2018***