

JOINT OPERATING COMMITTEE MINUTES

June 19, 2018

I. The regular business meeting of the JOC was called to order at 6:33 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 | Sara Feibig |
| Cornwall Lebanon | *Ruth Ann Schlegel | Joel Zug |
| Eastern Lebanon | Amber Weaver | *Jadell Souders |
| Northern Lebanon | *David Kline | TBD |
| Palmyra | *Jeffrey Putt | Christopher Connell |
| Lebanon | Rose Marie Kotay | Tom Schaffer |

Others present:

| | | |
|---------------|------------|-----------------|
| Glenn Meck | Tina Geyer | Matthew Schwenk |
| Justin Weaber | | Lisa A. Brown |

An Executive Session was called at 6:34 p.m. to discuss personnel.

Return to regular meeting at 6:45 p.m.

IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt seconded by Mr. Dohner to approve the minutes of the May 15, 2018 regular business meeting. All members voting aye.

VI. Director's Report

A. Review End of School Year

VII. Communications - none

VIII. Business Reports

A. Financial Reports

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the Financial Report for the period ended May 31, 2018 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended May 31, 2018 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the bills/transfers as attached for May 2018 in the amount of \$812,409.47. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel

A. Resignation for the purpose of Retirement

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the resignation for the purpose of retirement of James Eppley, Carpentry/Residential Instructor, effective June 30, 2018. All members voting aye.

B. Memorandum of Understanding – Jim Eppley

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the memorandum of Understanding as attached. All members voting aye.

C. JOC Secretary and Treasurer Stipends

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the stipend for Joint Operating Committee Secretary and Treasurer at \$300.00 for each position for the 2018-2019 school year. All members voting aye.

D. Staffing

It was moved by Mrs. Souders, seconded by Mr. Kline 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.

E. Employment

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the employment of Floyd Brandt as part time custodian effective retroactive to June 4, 2018, \$13.66 per hour, no benefits. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

F. 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, Ben Dohner | | Secretary, Tina Geyer Treasurer, Rose Marie Kotay | | |
|-----------------------|--|----------------|--|----------------|----------------|
| | FOR | AGAINST | ABSE | ABSTAIN | DID NOT |
| Annvile-Cleona | 9 | 0 | 0 | 0 | 0 |
| Cornwall | 8 | 0 | 0 | 0 | 1 |
| Eastern | 7 | 0 | 1 | 1 | 0 |
| Lebanon | 9 | 0 | 0 | 0 | 0 |
| Northern | 8 | 0 | 0 | 0 | 1 |
| Palmyra | 8 | 0 | 0 | 0 | 1 |
| TOTALS | 49 | 0 | 1 | 1 | 3 |

All members voting aye.

G. Non-Union Support Staff

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve a 2.83% increase to the Non-Union Support Staff Salaries for the 2018-2019 school year. All members voting aye.

H. Part Time Evening PN Instructors/Substitutes

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the attached list of day time and evening PN instructors/substitutes at the rate of \$33.00 per hour, effective July 1, 2018 as attached. All members voting aye.

I. Adult Evening Instructors

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the following adult evening instructors for 2018-2019 school year at the rate of \$33.00 per hour.

| <u>Instructor</u> | <u>Program</u> | <u>Effective Date</u> |
|----------------------|--------------------------------|-----------------------|
| Robert Corle, Jr. | Basic Culinary & Pastry (IU13) | July 1, 2018 |
| Brian Peffley | Basic Culinary & Pastry (IU13) | July 1, 2018 |
| Rory Reno | Basic Culinary & Pastry (IU13) | July 1, 2018 |
| Hugo Garcia | Welding | July 1, 2018 |
| Micah Good | Welding | July 1, 2018 |
| Jeff Lazorcik | Welding | July 1, 2018 |
| Terry Keath | Pipefitting | July 1, 2018 |
| Christopher Gardecki | Pipefitting | July 1, 2018 |
| Eric Hopewell | Industrial Machine Technology | July 1, 2018 |
| Bob Gettis | Safety Inspections/Emissions | July 1, 2018 |
| Kevin Shaeffer | Fork Lift Training | July 1, 2018 |

All members voting aye.

J. Administrative Merit Salary Increases

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the following Merit Increases for Act 93 personnel and the Business Administrator for the 2018-2019 school year:

| | |
|---------------|-------|
| Greg Williams | \$700 |
| Jason Nace | \$700 |
| Jenny Neidigh | \$700 |
| Tina Geyer | \$700 |
| Matt Schwenk | \$700 |

All members voting aye.

K. Substitute Secretaries

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the following as Substitute Secretaries, at a rate of \$12.49 effective July 1, 2018:

Gina Barry
Deborah Elliott

All members voting aye.

L. LCCTC/LCCTCEA Collective Bargaining Agreement

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the Collective Bargaining Agreement between the Lebanon County Career and Technology Center and the Lebanon County Career and Technology Center Education Association for the years 2018-19, 2019-20, and 2020-21 as attached. All members voting aye.

M. Act 93 Agreement

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

N. Salary

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the salary of Justin Weaber, Adult Education Program Coordinator, in the amount of \$75,000, effective July 1, 2018. All members voting aye.

XI. Curriculum

A. Textbook Approvals – Final Approval

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the following textbooks for the 2018-2019 school year for final approval for the following programs:

| AUTO BODY TECHNOLOGY | | | | |
|----------------------------------|--|----------------|-------------------------------------|---------------|
| Quantity | Title of Book | Copyright Date | Publisher | Cost Per Copy |
| 19 | Auto Collision Repair & Refinishing, 2 nd Ed. | 2017 | Goodheart-Wilcox Co., Inc. | \$111.97 |
| Plus 10% Shipping | | | | |
| DENTAL | | | | |
| Quantity | Title of Book | Copyright Date | Publisher | Cost Per Copy |
| 25 | Dental Radiography – Principles and Techniques, 5 th Ed. | 2017 | Elsevier, Inc. | \$164.63 |
| Plus 10% Shipping | | | | |
| MASONRY | | | | |
| Quantity | Title of Book | Copyright Date | Publisher | Cost Per Copy |
| 20 | Safety for Masons | 2008 | Delmar Cengage Learning | \$99.97 |
| Plus 10% Shipping | | | | |
| HEALTH CAREERS TECHNOLOGY | | | | |
| Quantity | Title of Book | Copyright Date | Publisher | Cost Per Copy |
| 42 | Nursing Leadership, Management, & Professional Practice for the LPN/LVN, 6 th Ed. | 2018 | F. A. Davis Company | \$55.95 |
| 42 | Understanding Anatomy & Physiology, 2 nd Ed. (Textbook & Workbook) | 2015 | F. A. Davis Company | \$86.95 |
| Plus 10% Shipping | | | | |
| SPORTS THERAPY SCIENCES | | | | |
| Quantity | Title of Book | Copyright Date | Publisher | Cost Per Copy |
| 24 | ACSM's Resources for the Personal Trainer, 5 th Ed. | 2018 | American College of Sports Medicine | \$77.99 |
| Plus 10% Shipping | | | | |

All members voting aye.

B. Staff Development

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

- 1.) That we approve Jenny Neidigh, Practical Nursing Program Director and Melissa Furman, Practical Nursing Instructor, to attend the Nuts and Bolts for Nurse Educators, August 2-5, 2018, Waconia, Minnesota. Estimated cost is \$2,855.00.
- 2.) That we approve Angelo Cuva, Automotive Technology Instructor, to attend the Ohio Tech Instructor Seminar, June 25-27, 2018, Cleveland, Ohio. Estimated cost is \$275.00.

All members voting aye.

XII. Finance

A. Budget Adoption

It was moved by Mr. Dohner, seconded by Mr. Putt that the ballots of the six districts be recorded for adoption of the 2018-2019 budget in the amount of \$8,761,435.00 as voted on by the school district board members.

| | FOR | AGAINST | ABSENT | ABSTAIN | DID NOT VOTE |
|-------------------------|-----|---------|--------|---------|--------------|
| Annville-Cleona | 9 | 0 | 0 | 0 | 0 |
| Cornwall Lebanon | 8 | 0 | 0 | 0 | 1 |
| Eastern Lebanon | 8 | 0 | 1 | 0 | 0 |
| Lebanon | 9 | 0 | 0 | 0 | 0 |
| Northern Lebanon | 9 | 0 | 0 | 0 | 0 |
| Palmyra | 8 | 0 | 0 | 0 | 1 |
| TOTALS | 51 | 0 | 1 | 0 | 2 |

All members voting aye

B. Depositories

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the following depositories for the 2018-2019 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 Fund
- 2013 Authority Bond Funds

All members voting aye.

C. Payment of Obligations

It was moved by Mr. Dohner, seconded by Mr. Kline that we grant permission for the Business Administrator to process payment of additional June and July 2018 invoices and to ratify payment at the August 2018 JOC meeting. All members voting aye.

D. National School Lunch Program

It was moved by Mr. Dohner, seconded by Mr. Kline 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 2018-2019 school year. All members voting aye.

E. Bid Authorization

It was moved by Mr. Dohner, seconded by Mr. Kline that we authorize the administration to advertise for equipment/supply bids for the 2018-2019 school year as required by school code. All members voting aye.

F. Grant Applications

It was moved by Mr. Dohner, seconded by Mr. Kline that we authorize the administration to submit grant/allocation applications for Perkins and any additional funds that may become available in 2018-2019. All members voting aye.

G. Solicitor

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the firm of Barley Snyder to be appointed as solicitor for the 2018-2019 fiscal year at the rate of \$185 per hour. All members voting aye.

H. Investment Officer

It was moved by Mr. Dohner, seconded by Mr. Putt that we appoint Tina Geyer, Business Administrator, as the Lebanon County Career and Technology Center’s Investment Officer for 2018-2019 school year. All members voting aye.

I. Investment Plan – 2018-2019

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the Investment Plan for the 2018-2019 school year as attached. All members voting aye.

J. Additional Revenue

It was moved by Mr. Dohner, seconded by Mr. Kline that we accept additional revenue for the following for fiscal year ended June 30, 2018 in the amount of \$128,320.00.

| | |
|------------------------------|---------------------|
| FT PN Direct Student Loans | \$85,000.00 |
| PT PN Direct Student Loans | 2,000.00 |
| Competitive Equipment Grant | 13,974.00 |
| Supplemental Equipment Grant | 27,346.00 |
| TOTAL | \$128,320.00 |

All members voting aye.

K. Control Service Contract – Conexus, Inc.

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the contract with Conexus, Inc. for maintenance/control/monitoring services for 36 months effective July 1, 2018 in the amount of \$1,470.00 per month (\$17,640.00 per year). All members voting aye.

L. Dental Plan

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the \$2,000 per person Dental Plan with United Concordia which is a comparable plan to the current dental contract as per the Collective Bargaining Agreement effective July 1, 2018. All members voting aye.

XIII. Other

A. Agreement Approval – Use of CTC land for Quittapahilla Wetlands Project

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the agreement as attached. All members voting aye.

B. Policy Revision Contract

It was moved by Mr. Kline, seconded by Mrs. Souders that we approve a contract with PSBA (Pennsylvania School Boards Association) to review our current Policy Manual at a cost of \$7,500.00. All members voting aye.

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Souders to adjourn the meeting at 7:14 p.m.

An Executive Session followed the meeting to discuss personnel.

Respectfully submitted,

Tina Geyer
Secretary

NEXT MEETING – AUGUST 21, 2018