

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

October 16, 2018

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*

Annvilke Cleona	*Ben Dohner	Sara Feibig
Cornwall Lebanon	*Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	Amber Weaver	Jadell Souders
Northern Lebanon	*David Kline	John Brewer
Palmyra	Jeffrey Putt	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

Glenn Meck	Matthew Schwenk	Tina Geyer
*Justin Weaber	Greg Williams	Lisa A. Brown

**Justin Weaber arrived at 6:41 p.m.*

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay seconded by Mr. Kline to approve the minutes of the September 18, 2018 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of Potential Grants
- B. Update on Dismissal Times
- C. Review of 2017-2018 Refund

VII. Communications - none

VIII. 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 September 30, 2018 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month end September 30, 2018 as attached. All members voting aye.

C. Student Activity Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Student Activity Account for the quarter ended September 30, 2018 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the bills as attached in the amount of \$1,479,214.81. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

X. Personnel

A. Employee Transfers

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the following employee transfers:

1.) That we approve an employee transfer for Dawn VanWinkle, Administrative Assistant, Licensed Practical Nursing program to the Administrative Assistant, Adult Education Office, effective November 5, 2018, \$15.89 per hour, 8 hours per day, 260 days with benefits with a probationary period of 90 days. Criminal record checks, child abuse clearances and employment verification forms on file.

2.) That we approve an employee transfer for Rick Kopecky III, Administrative Assistant, Adult Education Office to Administrative Assistant, Licensed Practical Nursing program, effective November 5, 2018, \$13.20 per hour, 8 hours per day, 260 days with benefits with a probationary period of 90 days. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

B. Resignation for the Purpose of Retirement

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we accept the resignation for the purpose of retirement of Debra Kercher, Vocational Facilitator, effective June 5, 2019. All members voting aye.

C. Resignation

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we accept the resignation of Ruth Charleston, Part Time Bilingual Aide, effective retroactive to September 21, 2018. All members voting aye.

D. Executive Planning Committee – Additional Member

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we add the following person to our approved Executive Planning Committee Membership list for the 2018-2019 school year:

Mr. Jason Groff, CHST, STSC
 Director of Safety & Education
 B.R. Kreider & Son, Inc.

All members voting aye.

E. PN Part-Time Daytime and Evening Substitutes

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we employ the following instructors at the rate of \$33.00 per hour and add to our approved PN Part-Time Daytime and Evening Substitute List for the 2018-2019 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

Name	Retro/Effective Date:
Loureen Cadapan-Tabernilla	October 16, 2018
Rachel Furno	October 17, 2018
Marie Nuzzolillo	October 1, 2018

All members voting aye.

F. Substitute - Instructor

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the following person as a substitute instructor for the 2018-2019 academic year at the \$110.00 per day rate. Criminal record checks, child abuse clearance and employment verification forms on file.

Name	Effective:
George Hargrove	October 17, 2018

All members voting aye.

XI. Curriculum

A. Staff Development

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

- 1.) That we approve Justin Breen, Electromechanical Instructor and Jeff Hirneisen, Plumbing/HVAC to attend the POS Task List Revision Workshop, Boalsburg, PA, effective retroactive to October 2-3, 2018. The cost to the school is \$0.00.
- 2.) That we approve Josh Boettner, Masonry Instructor, to attend the 13th Annual Masonry Instructors Workshop, Gibsonia, PA, effective retroactive to September 30-October 1, 2018. The cost is \$365.00.
- 3.) That we approve Lori Mattis and Brenda Kreamer, Health Careers Technology Instructors, to attend the Strategies: Educational Excellence for Health Care Providers, State College, PA, effective November 1-2, 2018. The estimated cost is \$1,225.00.
- 4.) That we approve Brian Peffley, Pastry Arts Instructor, to attend the 2018 ACTE Career Tech Vision conference, San Antonio, Texas, effective November 28- December 1, 2018. The estimated cost is \$2,050.00.
- 5.) That we approve Randy Sutton, Computer Repair Technology/Networking Technology Instructor to attend the POS Task List Revision Workshop, State College, PA, effective October 24-25, 2018. The cost to the school is \$0.00.

All members voting aye.

XII. Finance

A. Budget Transfers

It was moved by Mrs. Kotay, seconded by Mr. Kline to approve the following budget transfers:

- 1.) That we approve the budget transfers for the 2017-2018 school year as listed.
- 2.) That we approve the budget transfers for the 2018-2019 school year as listed.

All members voting aye.

XIII. Policy

A. Policies – Final Approval

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

000	Joint Operating Committee Policy/Procedure/Administrative Regulations
001	Name and Classification
002	Authority and Powers
003	Functions
004	Membership
005	Organization
006.1	Attendance at Meetings Via Electronic Communications
007	Policy Manual Access
011	Principles for Governance and Leadership
500	Employment of School Police Officers
501	School Police Officer Equipment

All members voting aye.

XIV. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Kline to adjourn the meeting at 7:11 p.m.

An Executive Session followed the meeting.

Respectfully submitted,

Tina M. Geyer
Secretary

NEXT MEETING – NOVEMBER 20, 2018