

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

May 21, 2019

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	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	Heather Eggert

Others present:

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

***Jeffrey Putt arrived at 6:38 p.m.*

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Weaver, seconded by Mrs. Kotay to approve the minutes of the April 16, 2019 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of summer projects.
- B. Review of nursing agreement with Cornwall-Lebanon School District
- C. Explanation of MOU
- D. Review of PCCD & PDE Safety Grants
- E. Update on Adult Education
- F. Update of 2019-2020 Enrollment Numbers.

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 April 30, 2019 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 April 30, 2019 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the bills as attached in the amount of \$1,134,632.12. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

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X. Personnel

A. Resignation for the Purpose of Retirement

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation for the purpose of retirement of Delores Cook, Job Trainer effective June 6, 2019. All members voting aye.

B. Interim Practical Nursing Program Director

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve Michelle Achey to serve as the Interim Practical Nursing Program Director effective June 3, 2019 to June 30, 2019 at her current instructor salary plus \$43.74 per day. All members voting aye.

C. Employment

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following for employment:

- 1.) That we approve the employment of Michelle Achey as the Practical Nursing Program Director, effective July 1, 2019 at a salary of \$71,000 and with Act 93 benefits. Criminal record checks, child abuse clearances and employment verification forms on file.
- 2.) That we approve the employment of Janet Garchinsky as the Vocational Facilitator, effective July 1, 2019, Masters, Step 9 plus up to 10 additional days. Criminal record checks, child abuse clearances and employment verification forms on file.
- 3.) That we approve the employment of Daniel Giffin as the Computer Repair Technology/Network Technology Instructor, effective August 20, 2019, Column 1, Step 7. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

D. Summer Groundskeeper

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the employment of Matthew Geyer as a Summer Groundskeeper, effective June 11, 2019, \$12.00 per hour. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

E. Leave

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following Leaves:

- 1.) That we grant Thomas Giovarelli, Media Communications Technology Instructor, a leave of absence retroactive to May 1, 2019 and continuing up to 12 weeks per policy #430.
- 2.) That we grant Michael Wright, Part Time Custodian, a leave of absence beginning June 11, 2019 and continuing up to 12 weeks per policy #525.

All members voting aye.

F. Superintendent of Record

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that Philip Domencic be appointed as the Superintendent of Record for the 2019-2020 academic year at the stipend of \$4,000.00. All members voting aye.

G. Election of JOC Treasurer

- 1.) It was moved by Mrs. Schlegel, seconded by Mrs. Weaver to nominate Mrs. Kotay to serve as JOC Treasurer for a one-year term beginning July 1, 2019. (Policy 005)
- 2.) It was moved by Mr. Putt, seconded by Mr. Kline to close the nominations for treasurer. All members voting aye.
- 3.) Mrs. Kotay will serve as JOC Treasurer for a one-year term beginning July 1, 2019. All members voting aye.

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H. Substitute - Instructor

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following 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	Retroactive/Effective Date:
Parrott, Charles Norman	April 2, 2019

All members voting aye.

I. Substitute Practical Nursing Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline that we employ the following instructor 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	Effective Date:
Neidlinger, Rachel	May 22, 2019

All members voting aye.

J. Nursing Service Agreement

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the Nursing Service Agreement with Cornwall-Lebanon School District for the 2019-2020 school year. The compensation will not exceed \$10,000 without JOC approval. All members voting aye.

K. Job Description Revision – Job Trainer

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the job description revision for Job Trainer as attached. All members voting aye.

L. Job Description – Instructional Coach

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the job description for Instructional Coach attached. All members voting aye.

M. Resignations – Part Time LPN Instructors

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following resignations:

- 1.) That we approve the resignation of Loureen Cadapan-Tabernilla, PT Practical Nursing Instructor, effective May 24, 2019.
- 2.) That we approve the resignation of Rosemary Stewart, PT Practical Nursing Instructor, effective May 17, 2019.

All members voting aye.

N. Memorandum of Understanding

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

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XI. Curriculum

A. Staff Development

It was moved by Mr. Putt, seconded by Mrs. Weaver that we approve the following conferences:

- 1.) That we approve Ryan Gerz, Auto Body Technology Instructor, to attend the PPG Prep Training Conference, Baltimore, MD, effective retroactive to May 1-2, 2019. The actual cost was \$462.83.
- 2) That we approve Glenn Meck, Administrative Director, and Justin Weaber, Adult Education Program Coordinator, to attend the annual PACTA Summer Leadership Conference, University Park, PA, July 24-26, 2019. Estimated cost of \$1,000.00.
- 3.) That we approve Kelly Flowers and Erin Yingst, Guidance Counselors to attend the Integrated Learning Best Practices in Careers Conference, University Park, PA, November 6-8, 2019. Estimated cost of \$1,000.00.

All members voting aye.

B. Textbook Approvals – Final Approval

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the following textbooks for the 2019-2020 school year for final approval for the following programs:

ELECTRICAL TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
20	Practical Problems in Math for Electricians, 8th Ed.	2008	Delmar Cengage Learning	60.00
20	Practical Problems in Math for Electricians, 9th Ed.	2012	Delmar Cengage Learning	60.00
40	National Electrical Code 2017	2016	Nat'l Fire Protection Assoc.	76.50
20	Illustrated Guide to the National Electrical Code	2018	Delmar Cengage Learning	97.50

Plus 10% Shipping

ELECTROMECHANICAL TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
20	Industrial Maintenance and Mechatronics	2020	Goodheart-Willcox Company	133.28
20	Industrial Maintenance and Mechatronics Workbook	2020	Goodheart-Willcox Company	24.96

Plus 10% Shipping
Plus 10% Shipping

HEALTH CAREERS TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
42	Exploring Medical Language	2018	Elsevier, Inc.	91.95

Plus 10% Shipping

LANDSCAPE TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
1	MyCaert Computer-Based Curriculum (This fee covers the entire class)	2018	MyCaert Inc	219.00

Plus 10% Shipping

MEDIA COMMUNICATIONS

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
15	Video Basic, 8 th Edition	2018	Wadsworth	58.00

Plus 10% Shipping

SPORTS THERAPY SCIENCES

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
22	Trail Guide to the Human Body, 5 th Edition	2014	Books of Discovery	47.57
22	Trail Guide to the Human Body, Workbook	2014	Books of Discovery	19.57

Plus 10% Shipping

All Members voting aye.

C. National Leadership Conference

It was moved by Mr. Putt, seconded by Mrs. Kotay that two students and two advisors be approved to attend the SkillsUSA National Leadership Conference, Louisville, Kentucky, June 24-30, 2019, the CTC covers the cost of advisors, estimated cost \$2,550.00. All members voting aye.

D. Occupational Advisory Report

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the Administration's responses to the Occupational Advisory Committee as attached. All members voting aye.

XII. Finance

A. School Lunch Program

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve participation in the National School Lunch Program and the following school lunch program prices for the 2019-2020 school year:

Student Paid Lunch	\$3.00
Student Reduced Lunch	\$0.40
Adult Lunch	\$4.00
School Milk	\$0.50
(No increase)	

All members voting aye.

B. Auditor

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve Sager, Swisher and Company, LLP to complete the local audit for the school year ended June 30, 2019 at a cost not to exceed \$17,500 as attached (No increase.) All members voting aye.

C. Electrical Contract

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the contract with Blatt & Myers for electrical work in the Welding and Electromechanical Shop in the amount of \$19,365.00. All members voting aye.

D. Food Service Management Contract

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the renewal contract for the operation of the food service program to Nutrition Group for 2019-20. The operational budgets are based upon the National School Lunch Program guidelines. All members voting aye.

E. Flooring Contract

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the contract with Martin's Flooring Inc. for new hallway flooring in the amount of \$151,600.00. All members voting aye.

F. Door Rekey Contract

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the contract with A.G. Mauro Company for rekey of interior doorways in the amount of \$51,795.00. All members voting aye.

XIII. Policies

A. Policies – Final Approval

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

201	Admission of Students
202	Eligibility of Nonresident Students
203	HIV Infection
204	Attendance
206	Assignment to Programs
207	Confidential Communications of Students
208	Withdrawal From School
209	Health Examinations/Screenings
209.1	Food Allergy Management
209.2	Diabetes Management
210	Medications
210.1	Possession/Administration of Asthma Inhalers/Epinephrine Autoinjectors
212	Reporting Student Progress
214	Class Rank
215	Promotion and Retention
216	Student Records
217	Graduation/Skills Certification
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats
219	Student Complaint Process

All members voting aye.

B. Policy – Guidelines

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Safe2Say Guidelines as attached. All members voting aye.

An Executive Session followed the meeting to discuss personnel matters.

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Weaver that we adjourn the meeting at 7:18 p.m.

Respectfully submitted,

Tina M. Geyer
Secretary

NEXT MEETING – JUNE 18, 2019