

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

December 17, 2019

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	Sara Feibig
Cornwall Lebanon	*Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	*Amber Weaver	Dotty Noll
Northern Lebanon	*David Kline	Mike Marlowe
Palmyra	*Jeffrey Putt	Christopher Connell
Lebanon	*Tracy Johnsen	Heather Eggert

Others present:

Glenn Meck	Tina Geyer	Mike Reiner, Auditor
Justin Weaber	Dr. Phil Domencic	

IV. Public Comment - none

V. Reorganization

A. Dr. Phil Domencic was appointed to serve as Temporary Chairperson for the purpose of reorganization. All members voting aye.

B. (1) It was moved by Mrs. Weaver, seconded by Mr. Putt to nominate Mrs. Ruth Ann Schlegel as President for 2020.

(2) It was moved by Mr. Putt, seconded by Mr. Kline to close the nominations for the office of JOC President for 2020. All members voting aye.

(3) Return to original motion: (B1). On a roll call vote, six yes votes were recorded and the motion carried.

C. (1) It was moved by Mr. Putt, seconded by Mrs. Weaver to nominate Mr. Ben Dohner to serve as JOC Vice President for 2020.

(2) It was moved by Mrs. Weaver, seconded by Mr. Putt 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, six yes votes were recorded and the motion carried.

D. (1) It was moved by Mr. Putt, seconded by Mrs. Weaver to nominate Mr. David Kline to serve as Treasurer for 2020.

(2) It was moved by Mrs. Weaver, seconded by Mr. Putt to close the nominations for the office of Treasurer. All members voting aye.

(3) Return to original motion: (D1). On a roll call vote, six 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 Mr. Putt, seconded by Mrs. Weaver to approve the minutes of the November 19, 2019 regular business meeting. All members voting aye.

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VII. Director's Report

- A. Update on Water Project – Glenn Meck
- B. Audit Review - 6/30/2019 – Mike Reiner

VIII. Communications - none

IX. Business Reports

A. Financial Report

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the Financial Report for the period ended November 30, 2019 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended November 30, 2019 as attached. All members voting aye.

X. Approval of Bills

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the bills as attached in the amount of \$1,025,938.26. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

XI. Personnel

A. Leave

It was moved by Mrs. Weaver, seconded by Mr. Kline that we grant Matthew Schwenk, Administrative Director - Programs, a leave of absence retroactive to November 5, 2019 and continuing up to 12 weeks per policy #335. All members voting aye.

B. Resignation

It was moved by Mrs. Weaver, seconded by Mr. Kline that we accept the resignation of Dan Gipe, Maintenance Technician, effective January 3, 2020. All members aye.

C. Adult Evening Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following adult evening instructor for 2019-2020 school year at the rate of \$34.00 per hour.

<u>Instructor</u>	<u>Program</u>	<u>Retroactive /Effective Date</u>
Jordan Alwine	Welding	November 18, 2019

All members voting aye.

XII. Curriculum (Mr. Putt)

A. Staff Development

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

- 1.) That we approve Marilyn Lathrop, Instructional Coach/PIMS Reporter to attend the Training of Trainers IRP- Using Circles Conference, Bethlehem, PA, effective April 14-16, 2020. The estimated cost is \$2,280.00.
- 2.) That we approve Marilyn Lathrop, Instructional Coach/PIMS Reporter to attend Susquehanna CTC, January 15-16, 2020, Springville, PA. The estimated cost is \$250.00.

All members voting aye.

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XIII. Finance

A. Joint Operating Committee Meeting Dates for 2020

It was moved by Mr. Kline, seconded by Mr. Putt that the listed meeting dates for 2020 be approved at 6:30 p.m. with the exception of July – no meeting.

January 21, 2020	July, 2020 – (<i>no meeting</i>)
February 18, 2020	August 18, 2020
March 17, 2020	September 15, 2020
April 21, 2020	October 20, 2020
May 19, 2020	November 17, 2020
June 16, 2020	December 15, 2020

All members voting aye.

B. Audit Report

It was moved by Mr. Kline, seconded by Mrs. Weaver that we accept the audit report of Sager, Swisher and Company for the year ended June 30, 2019. All members voting aye.

XIV. Adjournment

An Executive Session followed the meeting to discuss personnel.

It was moved by Mr. Putt, seconded by Mrs. Weaver to adjourn the meeting at 7:02 p.m.

Respectfully submitted,

Tina M. Geyer
Secretary

NEXT MEETING – JANUARY 21, 2020