

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

**January 17, 2017**

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	Joseph Zimmerman
Cornwall Lebanon	*Ruth Ann Schlegel	James Garrett
Eastern Lebanon	*Scott Houtz	*Jadell Souders
Northern Lebanon	Stephen Lum	Beth Heckman
Palmyra	*William Bova	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

George Custer	Glenn Meck	Tina Geyer
Justin Weaber	Dr. Bartley	

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Houtz to approve the minutes of the December 20, 2016 regular business and reorganization meeting. All members voting aye.

VI. Director's Report

A. Review of preliminary budget numbers for 2017-2018

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the Financial Report for the period ended December 31, 2016 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended December 31, 2016 as attached. All members voting aye.

C. Student Activity Report

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the Student Activity Account for the quarter ended December 31, 2016 as attached.

IX. Approval of Bills

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It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the bills as attached in the amount of \$595,443.63. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

**X. Personnel Matters**

**A. Resignation**

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

- 1.) That we accept the resignation of Sherry Brown, Part Time Instructional Aide, effective retroactive to December 23, 2016.
- 2.) That we accept the resignation of Jamie Strubhar, Part Time Instructional Aide, effective retroactive to January 13, 2017.

All members voting aye.

**B. Employment**

It was moved by Mr. Houtz, seconded by Mrs. Kotay to approve the following for employment:

- 1.) That we approve the employment of Carroll Kercher as Part-Time Administrative Assistant, \$12.49 per hour, 20 hours per week, no benefits, effective retroactive to January 3, 2017. Criminal record checks, child abuse clearance and employment verification forms on file.
- 2.) That we approve the employment of Justine McCoy as Part-Time Administrative Assistant, \$12.49 per hour, 20 hours per week, no benefits, effective retroactive to January 3, 2017. Criminal record checks, child abuse clearance and employment verification forms on file.
- 3.) That we approve the employment of Glenia Eusebio as Part-Time Bilingual Aide, \$12.49 per hour, no benefits, effective retroactive to January 10, 2017. Criminal record checks, child abuse clearance and employment verification forms on file.

All members voting aye.

**C. Employee Status Change**

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve the employee status change of Cory Remp, CTC Security Officer, from part time to full time, \$15.13 per hour, 7 hours per day, 182 days, benefits employee only, effective February 13, 2017. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

**XI. Curriculum**

**A. Staff Development**

It was moved by Mr. Bova, seconded by Mrs. Kotay to approve the following conferences/workshops:

- 1.) That we approve Robert Corle, Culinary Arts Instructor, to attend an ACF Certification Site Visit, Lansdale, PA, effective February 13-14, 2017. There is no cost to the school.
- 2.) That we approve Hanna Seyfert, Sports Therapy Sciences, to attend the 27<sup>th</sup> Annual Education and Workforce Development Symposium, Hershey, PA, effective February 16-17, 2017. There is no cost to the school.
- 3.) That we approve Brian Peffley, Pastry Arts Instructor, to attend the National Convention ACF Seminar, Lake Buena Vista, FL, effective July 9-13, 2017. Estimated cost of \$2,300.00.

All members voting aye.

XII. Finance

A. Budget Transfers

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the budget transfers for the 2016-2017 school year as listed. All members voting aye.

B. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we accept additional revenue for the following for fiscal year ended June 30, 2017 in the amount of \$361,000.00

Adult Education Guaranteed Student Loans	\$ 16,000.00
PT LPN Guaranteed Student Loans	135,000.00
FT LPN Guaranteed Student Loans	210,000.00
<b>TOTAL</b>	<b>\$ 361,000.00</b>

All members voting aye.

C. 403(B) Plan Document – Amendment

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the amendment to the OMNI Group 403(B) Retirement Plan document as attached. All members voting aye.

XIII. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Houtz to adjourn the meeting at 6:48 p.m.

*An Executive Session followed the meeting.*

Respectfully submitted,

Tina Geyer  
Secretary

***NEXT MEETING – FEBRUARY 21, 2017***