

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

April 18, 2017

I. The regular business meeting of the JOC was called to order at 6:30 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 Weaver	Gregory Williams	Dr. Bartley

IV. Public Comment - none

V. Minutes

It was moved by Mr. Houtz, seconded by Mr. Dohner to approve the minutes of the March 21, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. Update on Enrollment Numbers for 2017-2018
- B. Update on Director's Search
- C. Discussion on NTHS Criteria

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mr. Houtz, seconded by Mr. Lum that we approve the Financial Report for the period ended March 31, 2017 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Houtz, seconded by Mr. Lum that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended March 31, 2017 as attached. All members voting aye.

C. Student Activity

It was moved by Mr. Houtz, seconded by Mr. Lum that we approve the Student Activity Account for the quarter ended March 31, 2017 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Houtz, seconded by Mr. Lum that we approve the bills as attached in the amount of \$ 282,643.89. Included in this amount are the following Capital Reserve Fund checks:

<u>Vendor</u>	<u>Check No.</u>	<u>Amount</u>
Trane	30657	\$1,798.00
		<u>\$1,798.00</u>

All members voting aye.

X. Personnel Matters

A. Employment

It was moved by Mr. Houtz, seconded by Mr. Lum that we approve the employment of Bob Cunningham as the CTC Security Officer. \$15.13 per hour, 7 hours per day, 182 days, benefits employee only, effective retroactive to April 6, 2017. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

B. Resignation for the Purpose of Retirement

It was moved by Mr. Houtz, seconded by Mr. Lum that we accept the resignation for the purpose of retirement of George Custer, effective October 31, 2017. All members voting aye.

C. Adult Evening Instructor

It was moved by Mr. Houtz, seconded by Mr. Lum that we approve the addition of the following instructor to our current approved list of adult evening instructors for 2016-2017 school year at the rate of \$31.00 per hour, effective April 18, 2017.

Christopher Swope– Pipefitting

All members voting aye.

D. Collective Bargaining Agreement

It was moved by Mr. Houtz, seconded by Mr. Lum to table the following motion:

That we approve the Collective Bargaining Agreement between the Lebanon County Career and Technology Center and the Lebanon County Career and Technology Center Education Support Professionals effective, July 1, 2017 through June 30, 2021 as attached (available at JOC meeting.) All members voting aye.

XI. Curriculum

A. Youth Organization Field Trip – HOSA

It was moved by Mr. Dohner, seconded by Mr. Houtz that 76 students and five advisors be approved to attend the 911 Memorial and Museum, New York, New York, on May 16, 2017. CTC covers the cost of advisors and half of the student transportation, estimated cost \$1,685.00.

(HOSA will cover the other half of the transportation cost, approximately \$1,685.00.)

All members voting aye.

B. Full Time and Part Time Adult Tuition

It was moved by Mr. Dohner, seconded by Mr. Houtz that we approve a tuition increase for the following effective July 1, 2017:

Full Time PN program	\$12,300.00
Part Time PN program	\$12,575.00

All members voting aye.

C. Contracts – Safety & Emission Training

It was moved by Mr. Dohner, seconded by Mr. Houtz that we approve the safety and emission contracts as attached. All members voting aye.

D. Textbook Approvals – First Review

It was moved by Mr. Dohner, seconded by Mr. Houtz that we approve the following textbooks for the 2017-2018 school year for first review for the following programs:

MEDICAL ASSISTANT				
Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
85	Today's Medical Assistant, 3 rd Edition	2016	Elsevier, Inc.	173.37
85	Study Guide for Today's Medical Assistant, 3 rd Edition	2016	Elsevier, Inc.	36.71
85	Sim Chart for the Medical Office	2016	Elsevier, Inc.	78.75
Plus 10% Shipping				
CULINARY & PASTRY ARTS				
Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
50	Foundations of Restaurant Management Levels 1 & 2	2011	Prentice Hall	172.97
2	Teacher Resource Bundle Level I	2011	Prentice Hall	293.47
2	Teacher Resource Bundle Level II	2011	Prentice Hall	293.47
Plus 10% Shipping				

All members voting aye.

E. Staff Development

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

- 1.) That we approve Jenny Neidigh, Practical Nursing Program Director, to attend the PA-PNA Conference, Lewisburg, PA, May 10-12, 2017. The cost to the school is \$380.00.
- 2.) That we approve Hanna Seyfert, Sports Therapy Sciences, to attend the NOCTI Assessment for Rehabilitation Aide, State College, PA, May 9-11, 2017. The cost to the school is \$0.00.

All members voting aye.

XII. Finance

A. Budget Approval

It was moved by Mr. Houtz, seconded by Mr. Lum that the 2017-2018 budget in the amount of \$8,519,933.00 be initially approved and recommended to the six member districts. All members voting aye.

B. Budget Transfers

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

C. Additional Revenue

It was moved by Mr. Houtz, seconded by Mr. Lum that we accept additional revenue for the following for fiscal year ended June 30, 2017 in the amount of \$150,100.00.

Adult Ed Guaranteed Student Loans	\$15,000.00
PT LPN Guaranteed Student Loans	\$125,100.00
FT LPN Guaranteed Student Loans	\$10,000.00
TOTAL	\$150,100.00

All members voting aye.

D. Building Use – Changes in Fees

It was moved by Mr. Houtz, seconded by Mr. Lum that we approve the attached list of new rates for our “Building Use Form.” All members voting aye.

XIII. Adjournment

It was moved by Mr. Lum, seconded by Mr. Houtz to adjourn the meeting at 7:06 p.m.

An Executive Session followed the meeting to discuss personnel matters.

Respectfully submitted,

Tina Geyer
Secretary

NEXT MEETING – MAY 16, 2017