

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

**May 16, 2017**

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	Joseph Zimmerman
Cornwall Lebanon	*Ruth Ann Schlegel	James Garrett
Eastern Lebanon	Scott Houtz	*Jadell Souders
Northern Lebanon	TBD	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. Dohner to approve the minutes of the April 18, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of Adult Education Review
- B. Review Monthly Report
- C. Review Café RFP process

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve the Financial Report for the period ended April 30, 2017 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended April 30, 2017 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the bills as attached in the amount of \$146,262.19. There are no Capital Reserve Fund checks included in this amount.

All members voting aye.

X. Personnel Matters

A. Resignation

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we accept the resignation of Justine McCoy, Part Time Administrative Assistant, effective retroactive to May 4, 2017. All members voting aye.

B. Resolution – George Custer, Administrative Director

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we move to accept the Resolution granting Mr. Custer’s request for special sick leave/paid leave of absence effective July 1, 2017 through October 31, 2017. All members voting aye.

C. Collective Bargaining Agreement – Remove From Table

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we agree to remove the following item from the table:

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.

D. Collective Bargaining Agreement

It was moved by Mrs. Souders, seconded by Mrs. Kotay 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. All members voting aye.

E. Superintendent of Record

It was moved by Mrs. Souders, seconded by Mrs. Kotay that Lisa Brown be appointed as the Superintendent of Record for the 2017-2018 academic year at the stipend of \$4,000.00. All members voting aye.

F. Election of JOC Treasurer

Nominations for Treasurer (Policy 005, one year term beginning July 1.)

- (1) It was moved by Mr. Dohner, seconded by Mrs. Souders to nominate Mrs. Kotay to serve as JOC Treasurer for a one-year term beginning July 1, 2017. (Policy 005)
- (2) It was moved by Mr. Dohner, seconded by Mrs. Souders to close the nominations for treasurer. All members voting aye.
- (3) Mrs. Kotay to serve as JOC Treasurer for a one-year term beginning July 1, 2017. All members voting aye.

XI. Curriculum

A. Textbook Approvals – Final Approval

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the following textbooks for the 2017-2018 school year for final approval for the following programs:

<b>MEDICAL ASSISTANT</b>				
Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
85	Today's Medical Assistant, 3 <sup>rd</sup> Edition	2016	Elsevier, Inc.	173.37
85	Study Guide for Today's Medical Assistant, 3 <sup>rd</sup> 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.

**B. National Leadership Conferences**

It was moved by Mr. Dohner, seconded by Mrs. Kotay to approve the following National Leadership Conferences:

- 1.) That six students and two advisors be approved to attend the SkillsUSA National Leadership Conference, Louisville, Kentucky, June 19-23, 2017, the CTC covers the cost of advisor, estimated cost \$1,570.00.
- 2.) That three students and one advisor be approved to attend the HOSA National Leadership Conference, Lake Buena Vista, Florida, June 18-25, 2017, the CTC covers the cost of one advisor, estimated cost \$2,750.00.

All members voting aye.

**C. Staff Development**

It was moved by Mr. Dohner, seconded by Mrs. Kotay to approve the following staff development:

- 1.) That we approve Justin Weaber, Adult Education Program Coordinator, to attend the 2017 Fall Workshop for CTE Adult Coordinators, State College, PA, September 21-22, 2017, estimated cost of \$380.00.
- 2.) That we approve Brian Peffley, Pastry Arts Instructor, to attend an ACF Certification Site Evaluation, North Hollywood, California, June 5-6, 2017. 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. Dohner that we approve the budget transfers for the 2016-2017 school year as attached. All members voting aye.

**B. School Lunch Program**

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve participation in the National School Lunch Program and the following school lunch program prices for the 2017-2018 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.

**C. Auditor**

It was moved by Mrs. Kotay, seconded by Mrs. Souders that we approve Sager, Swisher and Company, LLP to complete the local audit for the school year ended June 30, 2017 at a cost not to exceed \$17,500 (No increase.) All members voting aye.

D. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mrs. Souders that we accept additional revenue for the Competitive Equipment Grant for the fiscal year ended June 30, 2017 in the amount of \$23,182.50. All members voting aye.

XIII. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Dohner to adjourn the meeting at 6:58 p.m.

*An Executive Session followed the meeting to discuss personnel matters.*

Respectfully submitted,

Tina Geyer  
Secretary

***NEXT MEETING – JUNE 20, 2017***