

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

**August 15, 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	*David Kline	Beth Heckman
Palmyra	*William Bova	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

Glenn Meck	Tina Geyer	Matthew Schwenk
Justin Weaber	Lisa A. Brown	

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Dohner to approve the minutes of the June 20, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. Recap of 2016-2017 School Year
- B. Enrollment for 2017-2018

VII. Communications

*An Executive Session was scheduled for 6:00 p.m. for personnel.*

VIII. Business Reports

A. Financial Reports

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the Financial Report for the periods ended June 30, 2017 and July 31, 2017 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 months ended June 30, 2017 and July 31, 2017 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 Report for the quarter ended June 30, 2017 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the bills as attached in the amount of \$325,680.90. 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 Benjamin Barr, Automotive Technology Instructor, effective retroactive to August 4, 2017. All members voting aye.

B. Employment

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

- 1.) That we approve the employment of Jonathan Cooper as Diesel Truck Technology Instructor effective August 22, 2017, Column 1, Step 7. Criminal record checks, child abuse clearances and employment verification forms on file.
- 2.) That we approve the employment of Matthew Schwenk as Assistant Director of Programs, at a salary of \$92,000 with Act 93 benefits, effective August 22, 2017. Pending criminal record checks, child abuse clearances and employment verification forms. . In addition, we approve the transfer of up to 45.5 sick days with provision of documentation.

All members voting aye.

C. Adult Evening Instructors

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the attached list of adult evening instructors for 2017-2018 school year at the rate of \$32.00 per hour. All members voting aye.

D. Mentors

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following mentors for the CTC’s 2017-2018 “Induction Program” at the contract rate of \$800.00 per year per CBA:

Josh Boettner – Hugo Garcia (Welding Technology) – ½ year remaining  
Michele Werni - Abbey Mays (Law Enforcement & Security) – 2<sup>nd</sup> year  
Robert Corle - Jonathan Cooper (Diesel Truck Technology) – 1<sup>st</sup> year

All members voting aye.

E. Substitute - Instructors

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following list of substitute instructors for the 2017-2018 academic year at the \$100.00 per day county rate.

Nadine Abowitz	Jon Litz	Marylouise Sholly	Mark Wickert
Sherry Brown	Shirley McGowan	Matt Speicher	
Randi Burford	Russel Miller	Jamie Strubhar	
Richard Cleary	James Myers	Marilyn Sutton	
Larry Helmuth	Albert Pundt	Mel VanderPloog	
Stephanie Jack	Julie Royer	Tina Verna	

All members voting aye.

F. Substitute – Healthroom Assistants

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following list of Substitute Healthroom Assistants for the 2017-2018 academic year at the \$100.00 per day county rate.

Joann Biever	Tina Pitt
Shirley McGowan	Marylouise Sholly
Ron Neidigh	

All members voting aye.

G. Job Description Revisions

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following revised job descriptions:

Bilingual Instructional Aide  
Instructional Aide

All members voting aye.

H. Nurse Aide Program – 2016-2017

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve Brenda Kreamer and Lori Mattis, Health Careers Technology Instructors to develop a Nurse Aide evening program for the 2016-2017 school year at the rate of \$31.00 per hour retroactive to June 20, 2017. All members voting aye.

I. Nurse Aide Program – 2017-2018

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve Brenda Kreamer and Lori Mattis, Health Careers Technology Instructors to develop a Nurse Aide evening program for the 2017-2018 school year at the rate of \$32.00 per hour retroactive to July 1, 2017. All members voting aye.

XI. Curriculum

A. Staff Development

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

- 1.) That we approve Brian Peffley, Pastry Arts, to attend the ACFEF Site Visit, Indiana, PA, October 3-4, 2017. Estimated cost is \$0.00.
- 2.) That we approve Tina Geyer, Business Manager, to attend the Fall Workshop for CTE Business Administrators, State College, PA, effective September 21-22, 2017. Estimated cost of \$470.00.
- 3.) That we approve Hugo Garcia, Welding Technology Instructor, to attend the AWS Instructor Seminar, Miami, Florida, effective retroactive July 23-28, 2017. Estimated cost of \$400.00.
- 4.) That we approve Jonathan Cooper, Diesel Truck Technology Instructor, to attend the New Teacher Workshop, State College, PA, effective retroactive August 7-11, 2017. Estimated cost of \$750.00.
- 5.) That we approve Kelly Flowers and Erin Yingst, School Counselors, to attend the workshop for CTE Counselors, State College, PA, effective September 21-22, 2017. Estimated cost of \$850.00.

All members voting aye.

B. Annual Report on School Violence and Weapons

It was moved by Mr. Bova, seconded by Mrs. Kotay that we accept the “Annual Report on School Violence and Weapons” as submitted to the Pennsylvania Department of Education as attached. All members voting aye.

C. Occupational Advisory Committees Report

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

D. Technical Assistance

It was moved by Mr. Bova, seconded by Mrs. Kotay that we approve the LCCTC’s participation in the PDE Technical Assistance Program for the 2017-2018 school year. All members voting aye.

XII. Finance

A. Equipment/Facility/Resource Material Upgrade Plan

It was moved by Mrs. Kotay, seconded by Mr. Bova that we approve the attached Equipment/Facility/Resource Material Upgrade Plan for the 2017-2019 school years (available at JOC meeting.) All members voting aye.

XIII. Policies

A. Policies - Final Approval

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

619	Finances	GASB Statement Number 34
805	Operations	Food Service Supplement

All members voting aye.

XIV. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Bova to adjourn the meeting at 6:47 p.m.

Respectfully submitted,

Tina Geyer  
Secretary

***NEXT MEETING – SEPTEMBER 19, 2017***