

JOINT OPERATING COMMITTEE MINUTES

September 19, 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 | 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. Houtz to approve the minutes of the August 15, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of Adult Education – Justin Weaber
- B. Review of 2016-2017 Refund – Tina Geyer

VII. Communications

An Executive Session was scheduled for after the meeting.

VIII. Business Reports

A. Financial Reports

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

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended August 31, 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 \$307,357.01. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel Matters

A. Furlough

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we furlough Aaron Westfall, Electrical Technology Instructor, effective retroactive to August 28, 2017. All members voting aye.

B. Resignations

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

- 1.) That we accept the resignation of Glenia Eusebio, Instructional Aide, effective retroactive to August 31, 2017.
- 2.) That we accept the resignation of Sean Coyle, Automotive Instructor, effective retroactive to September 17, 2017.

All members voting aye.

C. Employment

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

- 1.) That we approve the employment of Daniel Gipe as our full time Maintenance Technician, \$20.55 per hour, 8 hours per day, 260 days, with benefits, effective retroactive to September 11, 2017. Criminal record checks, child abuse clearance and employment verification forms on file.
- 2.) That we approve the employment of Sean Coyle as Automotive Technology Instructor, Column 1 Step 7, effective retroactive to September 11, 2017. Criminal record checks, child abuse clearances and employment verification forms on file.
- 3.) That we approve the employment of Aaron Westfall as Electrical Technology Instructor effective retroactive to September 6, 2017, Column 1, Step 8. Criminal record checks, child abuse clearances and employment verification forms on file.
- 4.) That we approve the employment of Meghan Orr as full time Instructional Aide, \$12.84, per hour, 7 hours per day, 182 days, benefits employee only, effective retroactive to September 14, 2017. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

D. Leave

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

- 1.) That we grant Sandra Phillips, Special Education Facilitator, a leave of absence beginning effective September 21, 2017 and continuing up to 12 weeks per policy #430.
- 2.) That we grant Karen Gulotta, Special Populations Coordinator, a leave of absence beginning November 3, 2017 and continuing up to 12 weeks per policy #430.
- 3.) That we grant Joann Kreiser, Healthroom Assistant, a leave of absence beginning September 25, 2017, and continuing up to 12 weeks per policy #525.

E. Occupational Advisory Approval

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve the Occupational Advisory members and Executive Planning Committee membership lists as attached for the 2017-2018 school year. All members voting aye.

F. Career & Technical Student Organization Advisors

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve the following CTSO Advisors for the 2017-2018 academic year at the contract rate of \$800.00 per year per CBA:

| | | | |
|----------------------------|------------|--------------------------|------------|
| Josh Boettner, NAHB-SC | (\$266.67) | Lori Mattis, HOSA | (\$160.00) |
| Jeffrey Hirneisen, NAHB-SC | (\$266.67) | Hanna Seyfert, HOSA | (\$160.00) |
| Aaron Westfall, NAHB-SC | (\$266.67) | Alicia Wike, HOSA | (\$160.00) |
| Rene Gehman, HOSA | (\$160.00) | Abbey Mays, SkillsUSA | (\$533.34) |
| Brenda Kreamer, HOSA | (\$160.00) | Ryan Gerz, SkillsUSA | (\$533.34) |
| | | Brian Peffley, SkillsUSA | (\$533.34) |

All members voting aye.

G. National Technical Honor Society Advisors

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we approve Kelly Flowers (\$400.00) and Erin Yingst (\$400.00) as the National Technical Honor Society Advisors for the 2017-2018 academic year at the rate of \$800.00. All members voting aye.

H. PN Part-Time Evening Instructors and Substitute

It was moved by Mr. Houtz, seconded by Mrs. Kotay that we employ the following instructor at the rate of \$32.00 per hour and add to our approved PN Part-Time Evening Instructor List as well as our approved PN Daytime and Evening Substitute List for the 2017-2018 school year. Criminal record checks, child abuse clearances and employment verification forms on file.

| <u>Name</u> | <u>Effective/Retro To Date:</u> |
|-----------------------|---------------------------------|
| Arthur Mark Price, RN | August 8, 2017 |

All members voting aye.

I. PN Substitute

It was moved by Mr. Houtz, Mrs. Kotay that we employ the following substitute at a rate of \$32.00 per hour and add to our approved PN Daytime and Evening Substitute List for the 2017-2018 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

| <u>Name</u> | <u>Effective/Retro To Date:</u> |
|------------------|---------------------------------|
| Marie Avella, RN | August 15, 2017 |

All members voting aye.

J. Substitute – Healthroom Assistant

It was moved by Mr. Houtz, Mrs. Kotay that we approve the following Substitute Healthroom Assistant for the 2017-2018 academic year at the \$100.00 per day county rate. Criminal record checks, child abuse clearance and employment verification forms on file.

| <u>Name</u> | <u>Effective:</u> |
|-----------------|--------------------|
| Katelyn Gulotta | September 20, 2017 |

All members voting aye.

K. Mentor

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

Debra Kercher - Michele Zimmerman (Dental Assistant) – 1 year only

All members voting aye.

XI. Curriculum

A. Staff Development

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

- 1.) That we approve Robert Corle, Culinary Arts, to attend the ACFEF Site Visit, Reading, PA, November 15-16, 2017. The cost is \$0.00.
- 2.) That we approve Lori Mattis, Health Careers Technology Instructor, to attend the Annual HOSA Advisor Workshop, October 4-6, 2017, estimated cost of \$325.00.
- 3.) That we approve Brian Peffley, Pastry Arts Instructor and Ryan Gerz, Auto Body Instructor, to attend the POS (Program of Study) Revision Workshop, October 16-17, 2017. The cost is \$0.00.
- 4.) That we approve Brenda Kreamer and Loris Mattis, Health Careers Technology Instructors and Aaron Westfall, Electrical Technology Instructor, to attend the POS (Program of Study) Revision Workshop, November 1-2, 2017. The cost is \$0.00.
- 5.) That we approve Alicia Wike, Medical Assistant Instructor, to attend the POS (Program of Study) Revision Workshop, October 17-18, 2017. The cost is \$0.00.

All members voting aye.

XII. Finance

A. Perkins Contact

It was moved by Mrs. Kotay, seconded by Mr. Houtz that Glenn Meck, Administrative Director, be appointed as the official Perkins contact and e-signer for the grant. All members voting aye.

B. Check Signers

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve the following changes to our Lebanon County CTC Accounts:

- 1.) That we remove George Custer as an authorized check signer.
- 2.) That we approve Glenn Meck as an authorized check signer for all Fulton Bank Accounts.
- 3.) That we approve Gregory Williams as an authorized check signer for the Student Activity Account.

All members voting aye.

C. Capital Reserve Fund Transfer

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve a general fund transfer in the amount of \$56,704.71 to the capital reserve fund. All members voting aye.

D. Cafeteria Fund Transfer

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve a cafeteria fund transfer in the amount of \$56,050.75. All members voting aye.

E. Partial Refund Retention

It was moved by Mrs. Kotay, seconded by Mr. Houtz that we approve to retain \$110,000 of the 2016-2017 refund to balance the 2017-2018 budget for the second law enforcement class. All members voting aye.

XIII. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Houtz to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Tina Geyer
Secretary

NEXT MEETING – OCTOBER 17, 2017