

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

**April 17, 2018**

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\*

Annvile Cleona	*Ben Dohner	TBD
Cornwall Lebanon	*Ruth Ann Schlegel	James Garrett
Eastern Lebanon	*Amber Weaver	Jadell Souders
Northern Lebanon	*David Kline	Beth Heckman
Palmyra	*Jeffrey Putt	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

Tina Geyer	Matthew Schwenk	
Justin Weaber	Greg Williams	Lisa A. Brown

IV. Public Comment - none

V. Minutes

It was moved by Mr. Kline seconded by Mrs. Kotay to approve the minutes of the March 20, 2018 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of 2018-2019 Enrollment Numbers – Matt Schwenk
- B. Review of Conexus Agenda Item – Matt Schwenk
- C. Update on NOCTI – Matt Schwenk
- D. Update on Teacher Evaluation Software- – Matt Schwenk
- E. Monthly Report Update – Matt Schwenk

VII. Communications - none

VIII. Business Reports

A. Financial Reports

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Financial Report for the period ended March 31, 2018 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended March 31, 2018 as attached. All members voting aye.

C. Student Activity

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Student Activity Account for the quarter ended March 31, 2018 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the bills/transfers as attached for March 2018 in the amount of \$945,197.63. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel

A. PN Part-Time Daytime and Evening Instructor and Substitute

It was moved by Mrs. Weaver, 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 Daytime and Evening Instructor and Substitute List for the 2017-2018 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

<u>Name</u>	<u>Retroactive/Effective Date:</u>
Bobby Jo Heintzelman	March 26, 2018

All members voting aye.

B. Custodial Substitute

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the employment of Ronald Neidigh as Custodial Substitute, effective retroactive to March 28, 2018, \$13.66 per hour. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

XI. Curriculum

A. Staff Development

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

- 1.) That we approve Michelle Achey, Melissa Furman, Arthur Mark Price, and Mabel Shirk, PN Instructors to attend the Igniting the Future Conference, Lewisburg, PA, May 8-9, 2018. Estimated cost of \$950.00.
- 2.) That we approve Jenny Neidigh, Practical Nursing Program Supervisor and Justin Weaber, Adult Education Program Coordinator to attend the PAPNA (Pennsylvania Association of Practical Nursing Administrators) Conference, Lewisburg, PA, May 8-11, 2018. Estimated cost of \$1,150.00.
- 3.) That we approve Arthur Mark Price, Practical Nursing Instructor to attend the Curriculum Overload: The Need for Change, Charleston, South Carolina, June 18-20, 2018. Estimated cost is \$1,800.00.

All members voting aye.

B. School Calendar – Final Approval

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the 2018-2019 school calendar for final approval (as attached). All members voting aye.

C. Field Trip – HOSA & Law Enforcement

It was moved by Mr. Putt, seconded by Mrs. Kotay that 93 students and nine advisors and be approved to attend the 911 Memorial and Museum, New York, New York, on May 22, 2018. CTC covers the cost of advisors and half of the student transportation, estimated cost \$1,965.00.

*(HOSA & Law Enforcement will cover the other half of the transportation cost, approximately \$1,830.00.)*

All members voting aye.

D. Full Time and Part Time Practical Nursing Tuition

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the tuition rate for the following effective July 1, 2018:

Full Time PN program	\$12,300.00
Part Time PN program	\$12,575.00
(no change from 2017-2018 tuition)	

All members voting aye.

XII. Finance

A. Budget Approval

It was moved by Mrs. Kotay, seconded by Mr. Kline that the 2018-2019 budget in the amount of \$8,761,435 be initially approved and recommended to the six member districts. All members voting aye.

B. Budget Transfers

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the budget transfers for the 2017-2018 school year as attached. All members voting aye.

C. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mr. Kline that we accept additional revenue for the following for fiscal year ended June 30, 2018 in the amount of \$228,00.00.

Adult Ed Guaranteed Student Loans	\$ 8,000.00
PT LPN Guaranteed Student Loans	120,000.00
FT LPN Guaranteed Student Loans	100,000.00
<b>TOTAL</b>	<b>\$ 228,000.00</b>

All members voting aye.

D. Conexus, Inc. Contract

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the contract with Conexus, Inc. to upgrade the BMS Controls in the amount of \$219,700.00. All members voting aye.

XIII. Policy

A. Policy – Final Approval

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

239	Pupils	Student Wellness
-----	--------	------------------

All members voting aye.

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

XIV. Adjournment

It was moved by Mrs. Kotay, seconded by Mrs. Weaver to adjourn the meeting at 6:49 p.m.

Respectfully submitted,

Tina Geyer  
Secretary

***NEXT MEETING – MAY 15, 2018***