

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

February 27, 2018

I. The special business meeting of the JOC was called to order at 5:02 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	Amber Weaver	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	Matt Schwenk
Justin Weaber	Greg Williams	

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Dohner to approve the minutes of the December 19, 2017 regular business meeting. All members voting aye.

VI. Director's Report

- A. Update on Adult Education – Justin Weaber
- B. Discussed last meeting – no votes taken at prior meeting/no quorum.

VII. Communications - none

VIII. Business Reports

A. Financial Reports

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve the Financial Reports for the periods ended December 31, 2017 and January 31, 2018 as attached. All members voting aye.

B. Cafeteria Reports

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve the Lebanon County Career and Technology Center - Cafeteria Reports for the months ended December 31, 2017 and January 31, 2018 as attached. All members voting aye.

C. Student Activity

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve the Student Activity Account for the quarter ended December 31, 2017 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Dohner that we approve the bills/transfers as attached in the amounts for December of 2017 in the amount of \$1,209,312.04 and January 2018 in the amount of \$851,312.68. There are no Capital Reserve Fund checks included in these amounts. All members voting aye.

X. Personnel Matters

A. Resignation for the Purpose of Retirement

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation for the purpose of retirement of Dale Miller, Industrial Machine Technology Instructor, effective June 5, 2018. All members voting aye.

B. Resignation

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation of Gloria Gingrich, PN Instructor, effective February 23, 2018. All members voting aye.

C. Employee Status Change

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the employee status change of David Sorg, Custodian, from part time to full time, \$13.66 per hour, 8 hours per day, 260 days with benefits, effective retroactive to January 1, 2018. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

D. Employment

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the employment of William G. Quillen as Diesel Truck Technology Instructor effective retroactive to February 12, 2018, Column 1, Step 7. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

E. PN Part-Time Evening 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 Substitute Instructor 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>
Gloria Gingrich	February 24, 2018

All members voting aye.

F. Leave

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we grant Josh Boettner, Masonry Instructor, a leave of absence beginning March 2, 2018 and continuing up to 12 weeks per policy #430. All members voting aye.

G. Mentor

It was moved by Mrs. Weaver, 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:

Wayne Hagy -William Quillen (Diesel Technology Instructor) – ½ year - \$400

All members voting aye.

XI. Curriculum

A. Occupational Advisory Committees Report

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

B. Youth Organization – Health Occupations Students of America

It was moved by Mr. Dohner, seconded by Mrs. Weaver that 22 students and two advisors be approved to attend the annual Health Occupations Students of America State Leadership Conference, Lancaster Host Resort, Lancaster, PA, March 5-9, 2018, the CTC covers the cost of advisor and student transportation, estimated cost \$900.00. All members voting aye.

C. Staff Development

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

- 1.) That we approve Brian Peffley, Pastry Arts Instructor to attend the ACFEF Site Visit, Groveport, Ohio, May 1-2, 2018. There is no cost to the school.
- 2.) That we approve Robert Corle, Culinary Arts Instructor to attend the ACFEF Site Visit, Newark, Maryland, April 10-11, 2018. There is no cost to the school.
- 3.) That we approve Ryan Gerz, Auto Body Instructor to attend the Advanced Aluminum Welding Seminar, Swedesboro, New Jersey, April 10-12, 2018. The estimated cost is \$930.00.
- 4.) That we approve Robert Corle, Culinary Arts Instructor and Brian Peffley, Pastry Arts Instructor to attend the 2018 Chef Connect Regional Conference, Charlotte, North Carolina, February 25-28, 2018. The estimated cost is \$2,800.00.

All members voting aye.

XII. Finance

A. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we accept additional revenue for the following for fiscal year ended June 30, 2018 in the amount of \$371,000.00.

Adult Education Direct Loans	\$6,000.00
PT LPN Direct Loans	115,000.00
FT LPN Direct Loans	250,000.00
TOTAL	\$371,000.00

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. Approval of E-Rate Mini Bid Contract

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the contract with Sage Technology Solutions in the amount of \$34,386.78 for the purchase of Wireless Access Points for the 2018-19 school year. All members voting aye.

D. Youth Organization Approval

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the creation of Lebanon County CTC Apprenticeship as a new student organization. All members voting aye.

E. Financial Aid Consultant

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the contract with Lancaster County Career & Technology Center, as Financial Aid Consultant (Adult Education Students) for the 2017-2018 school year at a cost not to exceed \$49,350.00 for one year as attached.

All members voting aye.

XIII. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Dohner to adjourn the meeting at 5:25p.m.

Respectfully submitted,

Tina Geyer
Secretary

NEXT MEETING – MARCH 20, 2018