

JOINT OPERATING COMMITTEE MINUTES

March 20, 2018

I. The regular business meeting of the JOC was called to order at 6:39 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	* Jeffrey Putt	Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

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

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay seconded by Mr. Kline to approve the minutes of the February 20, 2018 regular business meeting and February 27, 2018 special board meeting. All members voting aye.

VI. Director's Report

- A. Jason Nace provided an Overview of the HVAC Project
- B. Review of 2018-2019 Budget – Tina Geyer

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 February 28, 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 February 28, 2018 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the bills/transfers as attached for February 2018 in the amount of \$813,009.74. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel

A. Employment

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the employment of Mabel Shirk as Full-Time Practical Nursing Instructor, Step 1, Column 7, with benefits effective retroactive to March 5, 2018. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

B. Adult Evening Instructors

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we add the following instructors to our approved list of adult evening instructors for 2017-2018 school year at the rate of \$32.00 per hour.

<u>Name</u>	<u>Retroactive/Effective Date:</u>
Christopher Gardecki -Plumbing/Pipefitting	March 21, 2018
Jeff Lazorcik – Welding	February 26, 2018

All members voting aye.

C. PN Part-Time Daytime and Evening Substitute

It was moved by Mr. Dohner, 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>
Kristy Ludwig	March 21, 2018

All members voting aye.

D. Unpaid Leave

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve an extended unpaid leave for Erin Yingst, School Counselor, health benefits paid by employee, effective April 1-May 30, 2018. All members voting aye.

E. Resignation

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we accept the resignation of Kody Wenger, part time custodian, effective March 29, 2018. 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 Dale Miller, Industrial Machine Technology Instructor, to attend the OSHA502 Update for Construction Industry Outreach Trainers, Ocean City, Maryland, April 30 – May 2, 2018. Estimated cost of \$1,415.00.
- 2.) That we approve Glenn Meck, Administrative Director; Justin Weaber, Adult Education Program Coordinator; Kelly Flowers and Erin Yingst, School Counselors; to attend the Integrated Learning Conference, State College, PA, November 14-16, 2018. Estimated cost of \$1,680.00.

All members voting aye.

B. School Calendar – First Review

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

C. Modified Summer Calendar

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve a modified summer calendar for the period of June 11 through August 17, 2018. The normal work week hour requirements will be consolidated into a four-day work week. All members voting aye.

XII. Finance

A. E-Signature for Grants

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve Glenn K. Meck, Administrative Director, as an e-signer for grants per the attached resolution. All members voting aye.

XIII. Policy

A. Policy – First Review

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the following policies for first review as attached:

239	Pupils	Student Wellness
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All members voting aye.

XIV. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Kline to adjourn the meeting at 7:31 p.m.

Respectfully submitted,

Tina Geyer
Secretary

NEXT MEETING – APRIL 17, 2018