

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

May 15, 2018

I. The regular business meeting of the JOC was called to order at 6:33 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	*Sara Feibig
Cornwall Lebanon	*Ruth Ann Schlegel	TBD
Eastern Lebanon	Amber Weaver	Jadell Souders
Northern Lebanon	*David Kline	TBD
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 Mr. Putt seconded by Mrs. Kotay to approve the minutes of the April 17, 2018 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of Armed Security Guard – Glenn Meck
- B. Review of 2018-2019 Enrollment Numbers – Glenn Meck
- C. Discussion to Review Policy Manual – Glenn Meck
- D. Review of Adult Education – Justin Weaber

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 April 30, 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 April 30, 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 April 2018 in the amount of \$768,810.31. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel

A. Resignation

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we accept the resignation of Bob Cunningham, CTC Security Officer, effective May 18, 2018. All members voting aye.

B. Leave

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

- 1.) That we grant Glenn Meck, Administrative Director, a leave of absence retroactive to April 16, 2018 and continuing up to 12 weeks per policy #329.
- 2.) That we grant Abbey Mays, Law Enforcement Instructor, a leave of absence retroactive to April 16, 2018 and continuing up to 12 weeks per policy #430.

All members voting aye.

C. Superintendent of Record

It was moved by Mr. Dohner, seconded by Mrs. Kotay that Lisa Brown be appointed as the Superintendent of Record for the 2018-2019 academic year at the stipend of \$4,000.00. All members voting aye.

D. Election of JOC Treasurer

Nominations for Treasurer (Policy 005, one year term beginning July 1.)

- (1) It was moved by Mr. Kline, seconded by Mr. Putt to nominate Mrs. Rose Marie Kotay to serve as JOC Treasurer for a one-year term beginning July 1, 2018. (Policy 005)
- (2) It was moved by Mr. Putt, seconded by Mr. Kline to close the nominations for treasurer. All members voting aye.
- (3) Mrs. Rose Marie Kotay will serve as JOC Treasurer for a one-year term beginning July 1, 2018. All members voting aye.

E. PN Part-Time Daytime and Evening Instructor and 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 Instructor and Substitute List for the 2017-2018 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

Name	Retroactive/Effective Date:
Deborah Light	April 17, 2018

All members voting aye.

F. 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 and 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>Retroactive/Effective Date:</u>
Amanda Keenan	May 3, 2018

All members voting aye.

G. Substitute – Healthroom Assistant

It was moved by Mr. Dohner, seconded by Mr. Kline 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>Retroactive/Effective:</u>
Deborah Light	May 8, 2018

All members voting aye.

XI. Curriculum

A. Textbook Approvals – First Review

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the following textbooks for the 2018-2019 school year for first review for the following programs:

AUTO BODY TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
19	Auto Collision Repair & Refinishing, 2 nd Ed.	2017	Goodheart-Wilcox Co., Inc.	\$111.97

Plus 10% Shipping

DENTAL

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
25	Dental Radiography – Principles and Techniques, 5 th Ed.	2017	Elsevier, Inc.	\$164.63

Plus 10% Shipping

MASONRY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
20	Safety for Masons	2008	Delmar Cengage Learning	\$99.97

Plus 10% Shipping

HEALTH CAREERS TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
42	Nursing Leadership, Management, & Professional Practice for the LPN/LVN, 6 th Ed.	2018	F. A. Davis Company	\$55.95
42	Understanding Anatomy & Physiology, 2 nd Ed. (Textbook & Workbook)	2015	F. A. Davis Company	\$86.95

Plus 10% Shipping

SPORTS THERAPY SCIENCES

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
24	ACSM's Resources for the Personal Trainer, 5 th Ed.	2018	American College of Sports Medicine	\$77.99

Plus 10% Shipping

All members voting aye.

B. National Leadership Conferences

It was moved by Mr. Putt, seconded by Mrs. Kotay to approve the following National Leadership Conferences:

- 1.) That four students and two advisors be approved to attend the SkillsUSA National Leadership Conference, Louisville, Kentucky, June 24-30, 2018, the CTC covers the cost of advisor, estimated cost \$1,550.00.
- 2.) That two students and one advisor be approved to attend the HOSA National Leadership Conference, Dallas, Texas, June 25-July 1, 2018, the CTC covers the cost of one advisor, estimated cost \$2,600.00.

All members voting aye.

C. Staff Development

It was moved by Mr. Putt, seconded by Mrs. Kotay that Brian Peffley, Pastry Arts Instructor, be approved to attend the ACF National Convention Center, New Orleans, Louisiana, July 15-19, 2018, estimated cost \$2,100.00. All members voting aye.

XII. Finance

A. School Lunch Program

It was moved by Mrs. Kotay, seconded by Mr. Putt that we approve participation in the National School Lunch Program and the following school lunch program prices for the 2018-2019 school year:

Student Paid Lunch	\$3.00
Student Reduced Lunch	\$0.40
Adult Lunch	\$4.00
School Milk	\$0.50

(No increase)

All members voting aye.

B. Auditor

It was moved by Mrs. Kotay, seconded by Mr. Putt that we approve Sager, Swisher and Company, LLP to complete the local audit for the school year ended June 30, 2018 at a cost not to exceed \$17,500 as attached (No increase.) All members voting aye.

C. Food Service Management Contract

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the renewal contract for the operation of the food service program to Nutrition Group for 2018-19. The operational budgets are based upon the National School Lunch Program guidelines. All members voting aye.

XIII. Adjournment

It was moved by Mr. Putt, seconded by Mr. Kline to adjourn the meeting at 7:21 p.m.

Respectfully submitted,

Tina Geyer
Secretary

NEXT MEETING – JUNE 19, 2018