

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

August 21, 2018

I. The regular business meeting of the JOC was called to order at 6:30 p.m. by the President, Ruth Ann Schlegel. Mrs. Rose Marie Kotay was appointed as temporary secretary.

II. Salute to the flag by all in attendance.

III. Roll Call – Present*

Annville Cleona	*Ben Dohner	Sara Feibig
Cornwall Lebanon	*Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	*Amber Weaver	Jadell Souders
Northern Lebanon	*David Kline	John Brewer
Palmyra	Jeffrey Putt	*Christopher Connell
Lebanon	*Rose Marie Kotay	Tom Schaffer

Others present:

Glenn Meck	Matthew Schwenk	
Justin Weaver	Greg Williams	*Lisa A. Brown

**Lisa Brown arrived at 6:40 p.m. during the Director's Report.*

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Weaver seconded by Mr. Kline to approve the minutes of the June 19, 2018 regular business meeting. All members voting aye.

VI. Director's Report

- A. New Website/NCLEX Pass Rate/Intergeneration Numbers - Overview – Justin Weaver
- B. PDE339 Review this year
- C. Perkins Review this year
- D. Student Information System is new this year
- E. School Safety Code Update
- F. CTC Policy Review by PSBA underway

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Financial Reports for the periods ended June 30, 2018 and July 31, 2018 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Lebanon County Career and Technology Center - Cafeteria Reports for the months ended June 30, 2018 and July 31, 2018 as attached. All members voting aye.

C. Student Activity Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Student Activity Account for the quarter ended June 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 as attached in the amount of \$1,317,076.73. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel

A. Employment

It was moved by Mrs. Weaver, seconded by Mr. Kline, that we approve the following for employment:

- Suggested Motion:
- 1.) That we approve the employment of Eric Tanger as Industrial Machine Technology Instructor effective August 21, 2018, Column 1, Step 12. Criminal record checks, child abuse clearances and employment verification forms on file.
 - 2.) That we approve the employment of Scott Kreiser as Carpentry/Residential Construction Instructor effective August 21, 2018, Masters, Step 18. Criminal record checks, child abuse clearances and employment verification forms on file and transfer of 98.5 sick days per official documentation.
 - 3.) That we approve the employment of Artemus Tuisl as our CTC Police Officer at \$16.00, per hour, 7 hours per day, 182 days, benefits employee only, effective August 21, 2018. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

B. Rate Change

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the rate change for the following positions effective August 21, 2018:

- 1.) Substitute Instructor - \$110.00 per day
- 2.) Healthroom Assistant - \$110.00 per day

All members voting aye.

C. Substitute - Instructors

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following list of substitute instructors for the 2018-2019 academic year at the \$110.00 per day rate.

Nadine Abowitz	Stephanie Jack	Matt Speicher
Linda Alonzo	Jon Litz	Ian Stoeckl
Susan Bristol	Dale Miller	Marilyn Sutton
Randi Burford	Emily Olson	Tina Verna
Michelle Charochak	Cynthia Owusu	William Warner
Richard Cleary	George Peach	Mark Wickert
James Eppley	Albert Pundt	
Donald Erway	Julie Royer	
Larry Helmuth	Susan Schulze	

All members voting aye.

D. Substitute – Healthroom Assistants

It was moved by Mrs. Weaver, seconded by Mr. Kine that we approve the following list of Substitute Healthroom Assistants for the 2018-2019 academic year at the \$110.00 per day rate.

Rebecca Furman	Ron Neidigh
Bettina Hiensohn	Mark Price
Deborah Light	Mabel Shirk
Shirley McGowan	Marylouise Sholly

All members voting aye.

E. Custodial Substitute

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve Ronald Neidigh as a Custodial Substitute, effective retroactive to July 3, 2018, \$13.66 per hour. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

F. Nurse Aide Program – 2018-2019

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve Brenda Kreamer and Lori Mattis, Health Careers Technology Instructors to develop a Nurse Aide evening program for the 2018-2019 school year at the rate of \$33.00 per hour retroactive to July 1, 2018. All members voting aye.

XI. Curriculum

A. Staff Development

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

- 1.) That we approve Matthew Schwenk, Assistant Director-Students and Justin Weaber, Adult Education Program Coordinator to attend the annual PACTA Summer Leadership Conference, University Park, PA, retroactive to July 25-27, 2018. The cost is \$1,200.00.
- 2.) That we approve Ryan Gerz, Auto Body Technology Instructor, to attend the SEMA Auto Show/Training/New Equipment Conference, Las Vegas, Nevada, effective October 30-November 2, 2018. The cost to the school is \$0.00.
- 3.) That we approve Tina Geyer, Business Administrator to attend the 2018 Fall Workshop, State College, PA, effective September 20-21, 2018. The estimated cost is \$480.00.
- 4.) That we approve Hanna Seyfert, Sports Therapy Sciences Instructor, to attend the PA CTEC Conference, State College, PA, effective retroactive to August 15-16, 2018. The cost is \$0.00.
- 5.) That we approve Michele Werni, Cosmetology Instructor, to attend the Premiere Philadelphia Trade Show, Philadelphia, PA, effective September 23-24, 2018. The cost is \$375.00.

All members voting aye.

B. Annual Report on School Violence and Weapons

It was moved by Mr. Connell, seconded by Mr. Kline that we accept the “Annual Report on School Violence and Weapons” as submitted to the Pennsylvania Department of Education as attached. All members voting aye.

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C. Occupational Advisory Committees Report

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

D. Technical Assistance

It was moved by Mr. Connell, seconded by Mrs. Weaver that we approve the LCCTC's participation in the PDE Technical Assistance Program for the 2018-2019 school year as attached. All members voting aye.

E. Adult Education Financial Aid Policies and Procedures Manual

It was moved by Mr. Connell, seconded by Mr. Kline that we approve the Lebanon County Career and Technology Center's Adult Education Financial Aid Policies and Procedures Manual. (Available at the JOC meeting) All members voting aye.

XII. Finance

A. Equipment/Facility/Resource Material Upgrade Plan

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the attached Equipment/Facility/Resource Material Upgrade Plan for the 2018-2021 school years as attached. All members voting aye.

B. Financial Aid Consultant for 2018-2019 School year

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the contract with Lancaster County Career & Technology Center, as Financial Aid Consultant (Adult Education Students) for the 2018-19 school year at a cost not to exceed \$50,760 for one year as attached. All members voting aye.

XIII. Adjournment

It was moved by Mr. Connell, seconded by Mr. Kline to adjourn the meeting at 7:10 p.m.

Respectfully submitted,

Rose Marie R. Kotay
Temporary Secretary

NEXT MEETING – SEPTEMBER 18, 2018