

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

September 18, 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\*

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	Tina Geyer
Greg Williams	Lisa A. Brown	

IV. Public Comment - none

V. Minutes

It was moved by Mr. Kline seconded by Mr. Putt to approve the minutes of the August 21, 2018 regular business meeting. All members voting aye.

VI. Director's Report

- A. Discussion on School Police Officer
- B. Donation from B.R. Kreider
- C. Discussion on Dismissal Times
- D. Review of the 2017-2018 Refund

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Financial Report for the period ended August 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 end August 31, 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 \$1,271,013.15. Included in this amount is the following Capital Reserve Fund Check:

<u>Vendor</u>	<u>Check No.</u>	<u>Amount</u>
Conexus	33009	55,848.50
		<u>\$55,848.50</u>

All members voting aye.

**Joint Operating Committee Minutes – September 18, 2018– Page 2**

X. Personnel

A. Mentors

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the following mentors for the CTC's 2018-2019 "Induction Program" at the contract rate of \$900.00 per year per CBA:

Angelo Cuva – Mike Schultz	1 year remaining
William Quillen – Wayne Hagy	1.5 years remaining
Eric Tanger - Lori Mattis	2 years remaining

All members voting aye.

B. Substitute - Instructors

It was moved by Mrs. Souders, seconded by Mr. Putt that we approve the following list of substitute instructors for the 2018-2019 academic year at the \$110.00 per day rate. Criminal record checks, child abuse clearance and employment verification forms on file.

Susan Gable	Beshoy Khalil
Pamela Leahrey	Matilde Reyes

All members voting aye.

C. Occupational Advisory Approval

It was moved by Mrs. Souders, seconded by Mr. Kline that we approve the Occupational Advisory members and Executive Planning Committee membership lists as attached for the 2018-2019 school year. All members voting aye.

D. Career & Technical Student Organization Advisors

It was moved by Mrs. Souders seconded by Mr. Kline that we approve the following CTSO Advisors for the 2018-2019 academic year at the contract rate of \$1,000.00 per year per CBA:

Josh Boettner, NAHB-SC	(\$333.34)	Lori Mattis, HOSA	(\$200.00)
Jeffrey Hirneisen, NAHB-SC	(\$333.34)	Hanna Seyfert, HOSA	(\$200.00)
Aaron Westfall, NAHB-SC	(\$333.34)	Alicia Wike, HOSA	(\$200.00)
Rene Gehman, HOSA	(\$200.00)	Abbey Mays, SkillsUSA	(\$666.67)
Brenda Kreamer, HOSA	(\$200.00)	Ryan Gerz, SkillsUSA	(\$666.67)
		Brian Peffley, SkillsUSA	(\$666.67)

All members voting aye.

E. National Technical Honor Society Advisors

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve Kelly Flowers (\$500.00) and Erin Yingst (\$500.00) as the National Technical Honor Society Advisors for the 2018-2019 academic year at the rate of \$1,000.00. All members voting aye.

F. Job Description – Vocational Learning Facilitator

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we approve the revised job description for a Vocational Learning Facilitator as attached. All members voting aye.

G. School Safety and Security Coordinator

It was moved by Mrs. Souders, seconded by Mr. Putt that we approve Gregory Williams, Assistant Director of Students, as the School Safety and Security Coordinator for the Lebanon County Career and Technology Center, retroactive to August 28, 2018. All members voting aye.

**Joint Operating Committee Minutes – September 18, 2018– Page 3**

H. Administrative Goals

It was moved by Mrs. Souders, seconded by Mr. Kotay that we approve the 2018-2019 Administrative Goals as attached. All members voting aye.

I. Substitute Practical Nursing Instructors

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we employ the following instructors at the rate of \$33.00 per hour and add to our approved PN Part-Time Daytime and Evening Substitute List for the 2018-2019 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

<u>Name</u>	<u>Effective Date:</u>
Bobby Jo Heintzelman	September 19, 2018
Marie Nuzzolillo	September 19, 2018

All members voting aye.

J. Leave

It was moved by Mrs. Souders, seconded by Mrs. Kotay that we grant Jenny Neidigh, Practical Nursing Program Director, a leave of absence beginning September 27, 2018 and continuing up to 12 weeks per policy #329. 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 Brian Peffley, Pastry Arts Instructor, to attend the ACF Site Visit, Bermuda College, Bermuda, effective October 9-11, 2018. The cost to the school is \$0.00.
- 2.) That we approve Wendy Barrett, English Instructor, to attend the Integrated Learning Conference, State College, PA, effective November 14-15, 2018. The estimated cost to the school is \$300.
- 3.) That we approve Nina Eckert, Dental Instructor and Hanna Seyfert, Sports Therapy Sciences to attend the Integrated Learning Conference, State College, PA, effective November 14-16, 2018. The estimated cost to the school is \$975.
- 4.) That we approve Lori Mattis, Health Careers Technology Instructor and Alicia Wike, Medical Assistant Instructor, to attend the New Advisor HOSA Annual Workshop, Phoenixville, PA, effective October 4-5, 2018. The estimated cost to the school is \$470.

All members voting aye.

XII. Finance

A. Capital Reserve Fund Transfer

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve a general fund transfer in the amount of \$235,630.75 to the capital reserve fund. All members voting aye.

B. Cafeteria Fund Transfer

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve a cafeteria fund transfer in the amount of \$35,704.55. All members voting aye.

**Joint Operating Committee Minutes – September 18, 2018– Page 4**

C. Building Use – Changes in Fees

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the “Building Use Form” as attached. All members voting aye.

XIII. Policy

A. Policies – First Review

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

000	Joint Operating Committee Policy/Procedure/Administrative Regulations
001	Name and Classification
002	Authority and Powers
003	Functions
004	Membership
005	Organization
006.1	Attendance at Meetings Via Electronic Communications
007	Policy Manual Access
011	Principles for Governance and Leadership

All members voting aye.

B. Policies – First Review

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

500	Employment of School Police Officers
501	School Police Officer Equipment

All members voting aye.

XIV. Adjournment

It was moved by Mrs. Kotay, seconded by Mr. Putt to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Tina M. Geyer  
Secretary

***NEXT MEETING – OCTOBER 16, 2018***