

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

November 20, 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\*

Annvilke 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
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 October 16, 2018 regular business meeting. All members voting aye.

VI. Director's Report

- A. Mike Reiner – Review of 2018 Audit Report
- B. Review of status of grants

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 October 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 ended October 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 \$957,860.79. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

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X. Personnel

A. Resignation

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation of Hugo Garcia, Welding Instructor, effective June 5, 2019. All members voting aye.

B. Leave

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we grant Randall Sutton, Computer Repair Technology/Networking Technology Instructor, a leave of absence retroactive to November 14, 2018 and continuing up to 12 weeks per policy #430. All members voting aye.

C. Employment

It was moved by Mrs. Weaver, seconded by Mr. Kline that we employ Yaniza Sanchez as our Part Time Bilingual Aide, \$13.20 per hour, no benefits, 5.5 hours a day, effective November 27, 2018. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

D. Job Description – CTC Police Officer

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the attached job description for the CTC Police Officer. All members voting aye.

E. Adult Evening Instructors

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following adult evening instructors for 2018-2019 school year at the rate of \$33.00 per hour.

<u>Instructor</u>	<u>Program</u>	<u>Effective Retroactive to:</u>
Robert Corle, Jr.	Apprenticeship Program	July 1, 2018
Brian Peffley	Apprenticeship Program	July 1, 2018

All members voting aye.

F. PN Part-Time Daytime and Evening Instructors and Substitutes

It was moved by Mrs. Weaver, 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 Instructor and Substitute List for the 2018-2019 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

<u>Name</u>	<u>Retroactive/Effective Date:</u>
Patricia Dixon	November 21, 2018
Loureen Cadapan-Tabernilla	October 16, 2018
Maria Santiago	November 7, 2018

All members voting aye.

G. Substitute - Instructors

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following 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.

<u>Name</u>	<u>Retroactive/Effective Date:</u>
Marylouise Sholly	November 5, 2018
Joseph Fiore	November 16, 2018

All members voting aye.

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XI. Curriculum

A. Staff Development

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve Brian Peffley, Pastry Arts Instructor, to attend the Integrated Learning Conference, State College, PA, effective retroactive to November 14-15, 2018. Estimated cost of \$250.00. All members voting aye.

B. Comprehensive Planning Team

It was moved by Mr. Putt, seconded by Mrs. Weaver that we approve the attached list of individuals to serve on the Planning Team for the LCCTC Comprehensive Plan. All members voting aye.

XII. Finance

A. Audit Report

It was moved by Mrs. Kotay seconded by Mrs. Weaver that we accept the audit report of Sager, Swisher and Company for the year ended June 30, 2018. All members voting aye.

XIII. Policy

A. Policy – Guidelines

It was moved by Mrs. Kotay, seconded by Mr. Kline to table the following motion:

That we approve the Guidelines for Policy 500 (Employment of School Police Officer) and 501 (School Police Officer Equipment) as attached. 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:

100	Comprehensive Planning
101	Mission Statement/Shared Values
102	Academic Standards
103	Nondiscrimination in School and Classroom Practices
103.1	Nondiscrimination – Qualified Students With Disabilities
104	Nondiscrimination in Employment Practices
105	Curriculum
105.1	Review of Instructional Materials by Parents/Guardians and Students
105.2	Exemption From Instruction
106	Guidelines for Planned Instruction
107	Adoption of Planned Instruction
108	Adoption of Textbooks
109	Resource Materials
110	Instructional Supplies and Equipment
111	Lesson Plans
112	Guidance Counseling

All members voting aye.

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Kotay to adjourn the meeting at 6:59 p.m.

*An Executive Session followed the meeting.*

Respectfully submitted,

Tina M. Geyer  
Secretary

***NEXT MEETING – DECEMBER 18, 2018***