

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

December 18, 2018

I. The regular business meeting of the JOC was called to order at 8:00 p.m. by the President, Ruth Ann Schlegel.

II. Salute to the flag by all in attendance.

III. Roll Call – Present*

Annvile 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	Lisa A. Brown	Aaron Westfall, Union Vice President
Kim Smith	Dave Walker	Bill Zee

IV. Public Comment - none

V. Reorganization

A. Glenn Meck was appointed to serve as Temporary Chairperson for the purpose of reorganization. All members voting aye.

B. (1) It was moved by Mrs. Kotay, seconded by Mr. Putt to nominate Mrs. Ruth Ann Schlegel to serve as President for 2019.

(2) It was moved by Mrs. Kotay, seconded by Mr. Putt to close the nominations for the office of JOC President for 2019. All members voting aye.

(3) Return to original motion: (B1). On a roll call vote, five yes votes were recorded and the motion carried.

C. (1) It was moved by Mrs. Kotay , seconded by Mr. Putt to nominate Mr. Ben Dohner to serve as JOC Vice President for 2019.

(2) It was moved by Mrs. Kotay, seconded by Mr. Putt to close the nominations for the office of JOC Vice President. All members voting aye.

(3) Return to original motion: (C1). On a roll call vote, five yes votes were recorded and the motion carried.

D. (1) It was moved by Mrs. Schlegel , seconded by Mr. Putt to nominate Mrs. Rose Marie Kotay to serve as Treasurer for 2019.

(2) It was moved by Mrs. Schlegel, seconded by Mr. Putt to close the nominations for the office of Treasurer. All members voting aye.

(3) Return to original motion: (D1). On a roll call vote, five yes votes were recorded and the motion carried.

E. The meeting was returned to the newly elected President, Mrs. Ruth Ann Schlegel, for the regular business meeting.

VI. Minutes

It was moved by Mr. Putt seconded by Mrs. Kotay to approve the minutes of the November 30, 2018 regular business meeting. All members voting aye.

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VII. Director's Report

- A. Introduction of Dave Walker from Barley Snyder
- B. 50 Year Recognition of Lebanon County CTC

VIII. Communications - none

IX. 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 November 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 November 30, 2018 as attached. All members voting aye.

X. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Putt that we approve the bills as attached in the amount of \$813,630.61. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

XI. Personnel

A. Resignation – Request Change of Effective Date

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation of Hugo Garcia, Welding Instructor, change of effective date to February 1, 2019. All members aye.

B. Resignation for the Purpose of Retirement

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation for the purpose of retirement of Randall Sutton, Computer Repair Technology/Networking Technology Instructor, effective the end of the 2018-2019 school year. All members voting aye.

C. Substitute - Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following substitute instructor 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>
Barbara Shay	December 4, 2018

All members voting aye.

XII. Curriculum (Mr. Putt)

A. Staff Development

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

- 1.) That we approve Matthew Schwenk, Assistant Director-Programs, to attend the Perkins V Workshop, State College, PA, retroactive to December 12-13, 2018. The cost was \$25.00.
- 2.) That we approve Matthew Schwenk, Assistant Director-Programs, to attend the Leadership Lebanon Valley Retreat, Lebanon, PA, January 7-8, 2019. The estimated cost is \$0.00.

3.) That we approve Robert Corle, Culinary Arts Instructor, to attend the ACF Chef Connect, Atlantic City, NJ, February 24-26, 2019. The estimated cost is \$1,500.00.

All members voting aye.

B. PennDot Safety Inspection and Emissions Inspector Contracts

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the following contracts:

- 1.) That we approve the attached Safety Inspector Certification Training Program Performance Agreement as attached.
- 2.) That we approve the attached Emissions Inspector Certification Program Performance Agreement as attached.

All members voting aye.

XIII. Finance

A. Joint Operating Committee Meeting Dates for 2019

It was moved by Mrs. Kotay, seconded by Mr. Kline that the listed meeting dates for 2019 be approved at 6:30 p.m. with the exception of July – no meeting.

January 15, 2019	July, 2019 – <i>(no meeting)</i>
February 19, 2019	August 20, 2019
March 19, 2019	September 17, 2019
April 16, 2019	October 15, 2019
May 21, 2019	November 19, 2019
June 18, 2019	December 17, 2019

All members voting aye.

B. Sale of Truck

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the sale of the 2005 Kenworth Truck Tractor to MDG Tractor and Equipment in the amount of \$50,000. All members voting aye.

XIV. Policy

A. Remove from Table - Policy – Guidelines

It was moved by Mrs. Kotay, seconded by Mr. Putt that we remove from the table the Guidelines for Policy 500 (Employment of School Police Officer) and 501 (School Police Officer Equipment) as attached. All members voting aye.

B. Policy – Guidelines

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the School Police Officer Use of Force Guidelines as attached. All members voting aye.

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C. Policies – Final Approval

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the following policies for final approval:

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 8:21 p.m.

An Executive Session followed the meeting to discuss personnel.

Respectfully submitted,

Tina M. Geyer
Secretary

NEXT MEETING – JANUARY 15, 2019