

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

February 19, 2019

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	

Others present:

Glenn Meck	Greg Williams	Tina Geyer
Lisa A. Brown		

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Putt to approve the minutes of the January 15, 2019 regular business meeting. All members voting aye.

VI. Director's Report

- A. Review of SkillsUSA Competition – Glenn Meck
- B. Review of PN Graduation and New Class – Glenn Meck
- C. Review of National Technical Honor Society (NTHS) – Glenn Meck
- D. Review of 339/Timeline – Glenn Meck
- E. New Welding Instructor – Glenn Meck
- F. Posting of Open Positions – Glenn Meck
- G. Review of Congressman Visit – Glenn Meck

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mr. Putt that we approve the Financial Report for the period ended January 31, 2019 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 Report for the month ended January 31, 2019 as attached. All members voting aye.

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IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the bills as attached in the amount of \$948,357.82. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

X. Personnel

A. Employment

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the employment of Jeffrey S. Lazorcik as Welding Technology Instructor effective retroactive to February 4, 2019, Column 1, Step 7. Criminal record checks, child abuse clearances and employment verification forms on file. All members vote aye.

B. Mentor

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following mentor for the CTC's 2018-2019 "Induction Program" at the contract rate of \$800.00 per year per CBA:

Ryan Gerz– Jeffrey Lazorcik (Welding Instructor) - first half year (\$400.00)

All members voting aye.

C. PN Part-Time Evening Instructor and Substitute

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

<u>Name</u>	<u>Retro/Effective Date:</u>
Stewart, Rosemary	1/9/2019

All members voting aye.

D. Substitute – Instructor/Healthroom Assistant

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve Leslie Tayler as a Substitute Instructor and Substitute Healthroom Assistant for the 2018-2019 academic year at the \$110.00 per day rate, effective February 19, 2019. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

E. Pay Increase

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve an increase for Floyd Brandt, part time custodian, to \$14.05 effective March 1, 2019. All members voting aye.

XI. Curriculum

A. Staff Development

It was moved by Mr. Putt, seconded by Mrs. Weaver that we approve Josh Boettner, Masonry Instructor and Aaron Westfall, Electrical Instructor to attend the OSHA 501 – Update for Construction Industry Outreach Trainers, Ocean City, Maryland, April 16-18, 2019. The estimated cost to the school is \$2,480.00. All members voting aye.

B. Youth Organization – Health Occupations Students of America

It was moved by Mr. Putt, seconded by Mrs. Weaver that 18 students and two advisors be approved to attend the annual Health Occupations Students of America State Leadership Conference, King of Prussia, PA, April 2-5, 2019, the CTC covers the cost of advisor and student transportation, estimated cost \$700.00. All members voting aye.

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C. School Calendar – First Review

It was moved by Mr. Putt, seconded by Mrs. Weaver that we approve the 2019-2020 school calendar for first review (as attached). All members voting aye.

XII. Finance

A. Approval of E-Rate Mini Bid

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the contract with Korporate Computing in the amount not to exceed \$64,000 for the purchase of network equipment. All members voting aye.

XIII. Policy

A. Policies – Final Approval

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the following policies for final approval:

113	Special Education
113.1	Discipline of Students with Disabilities
113.2	Behavior Support
113.3	Confidentiality of Special Education Student Information
115	Cooperative Education
115.1	Clinical/Internship/Job Shadowing and Related Programs
117	Homebound Instruction
121	Field Trips
122	Extracurricular Activities/Student Youth Organizations
124	Summer School
125	Adult Education
125.1	Adult Education - Admission and Continued Enrollment
125.2	Adult Education – Adult Students with Disabilities
125.3	Adult Education – Drug and Alcohol Program
125.4	Adult Education – Voluntary Medical Leave of Absence
126	Class Size/Quotas
127	Assessment System
130	Homework
135	Projects and Services
136	Criminal History Record Information Check for the Nurse Aide Program
137.1	Extracurricular Participation by Home Education Students
138	Language Instruction Educational Program for English Learners
140.1	Extracurricular Participation by Charter/Cyber Charter Students
142	Migrant Students
144	Standards for Victims of Violent Crimes
146	Student Services

All members voting aye.

B. Complaint Policy Revisions

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the revision for the following policies concerning complaints against the Administrative Director.

Policy No.	Policy
103A	Non-Discrimination in School and Classroom Practices (Programs)
103B	Non-Discrimination in Employment and Classroom Practices (Programs)
200A	Non-Discrimination in School and Classroom Practices (Programs)
104	Prohibiting Harassment and Violence
200B	Prohibiting Harassment and Violence
336	Prohibiting Harassment and Violence
438	Prohibiting Harassment and Violence
531	Prohibiting Harassment and Violence
322	Complain Policy (re: Administrative Employees)
423	Complaint Policy (re: Professional Employees)
516	Complaint Policy (re: Classified Employees)

All members voting aye.

*An Executive Session followed the meeting to discuss personnel/legal matters.*

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Kotay that we adjourn the meeting at 6:48 p.m.

Respectfully submitted,

Tina M. Geyer  
Secretary

***NEXT MEETING – MARCH 19, 2019***