

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

21

January 15, 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\*

|                  |                    |                     |
|------------------|--------------------|---------------------|
| Annvilve 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 |

IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt, seconded by Mrs. Kotay to approve the minutes of the December 18, 2018 regular business and reorganization meeting. All members voting aye.

VI. Director's Report

- A. Apprenticeship Grant – Glenn Meck
- B. Automotive Inspection Licensing – Glenn Meck
- C. Review of Welding Position – Glenn Meck
- D. Update on Adult Education – Justin Weaber

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Financial Report for the period ended December 31, 2018 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mr. Putt that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended December 31, 2018 as attached. All members voting aye.

C. Student Activity

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Student Activity Account for the quarter ended December 31, 2018 as attached. All members voting aye.

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 \$1,295,050.01. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

X. Personnel

A. Leave

It was moved by Mrs. Weaver, seconded by Mr. Putt that we grant Gregory Williams, Assistant Director – Students, a leave of absence retroactive to December 14, 2018 and continuing up to 12 weeks per policy #329. All members voting aye.

B. Job Description Revisions

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the following job description revisions as attached:

- 1.) Special Populations Coordinator
- 2.) Vocational Learning Facilitator
- 3.) Instructional Aide
- 4.) Bilingual Career Awareness and Support Services Aide

All members voting aye.

XI. Curriculum

A. Occupational Advisory Committees Report

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the Administration’s responses to the Occupational Advisory Committee as attached. All members voting aye.

XII. Finance

A. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we accept additional revenue for the following for fiscal year ended June 30, 2019 in the amount of \$406,000.00.

|                              |                      |
|------------------------------|----------------------|
| Adult Education Direct Loans | \$ 6,000.00          |
| PT PN Direct Loans           | 100,000.00           |
| FT PN Direct Loans           | \$ 300,000.00        |
| <b>TOTAL</b>                 | <b>\$ 406,000.00</b> |

All members voting aye.

B. Budget Transfers

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the budget transfers for the 2018-2019 school year as attached. All members voting aye.

XIII. Policy

A. Policies – First Review

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

|       |  |
|-------|--|
| 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.

XIV. Other

A. Appeal

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the decision to deny the appeal of Raycine Ninzeheltzer. All members voting aye.

XV. Adjournment

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

Respectfully submitted,

Tina M. Geyer  
Secretary

***NEXT MEETING – FEBRUARY 19, 2019***