

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

April 16, 2019

I. The regular business meeting of the JOC was called to order at 6:32 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	

Others present:

Glenn Meck	Tina Geyer
Matthew Schwenk	Phil Domencic, Superintendent, Cornwall-Lebanon School District

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Weaver, seconded by Mrs. Kotay to approve the minutes of the March 19, 2019 regular business meeting. All members voting aye.

VI. Director's Report

A. Review of State Skills Competition

B. Review of Director's Evaluation for next month

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 March 31, 2019 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 March 31, 2019 as attached. All members voting aye.

C. Student Activity Fund

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the Student Activity Account for the quarter ended March 31, 2019 as attached.

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 \$786,044.36. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

X. Personnel

A. Resignation

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we accept the resignation of Jenny Neidigh, Practical Nursing Program Director, effective June 21, 2019. All members voting aye.

XI. Curriculum

A. Staff Development

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the following conferences:

1.) That we approve Jenny Neidigh, Director Practical Nursing Program, Michelle Achey, LPN Instructor and Justin Weaber, Adult Education Program Coordinator to attend the PAPNA (Pennsylvania Association of Practical Nursing Administrators) Conference, Lewisburg, PA, May 7-10, 2019. Estimated cost of \$1,800.00.

2.) That we approve Melissa Furman, Mark Price, and Mabel Shirk, LPN Instructors, to attend the PAPNA “The Challenge of Change” Conference, Lewisburg, PA, May 7-8, 2019. Estimated cost of \$850.00.

3.) That we approve Justin Weaber, Adult Education Program Coordinator to attend the CCCTC PPVE Review, Clearfield, PA, effective retroactive to April 1-3, 2019. The Cost is \$0.00.

All Members voting aye.

It was moved by Mr. Putt, seconded by Mrs. Kotay to approve the following conference:

4.) That we approve Michele Werni, Cosmetology Instructor, to attend the Balayage/Foiling Class for Instructors, Philadelphia, PA, April 28-29, 2019. Estimated cost is \$320.00.

All members voting aye.

B. Full Time and Part Time Practical Nursing Tuition

It was moved by Mr. Putt, seconded by Mrs. Weaver that we approve the tuition rate for the following effective July 1, 2019:

Full Time PN program	\$12,900.00
Part Time PN program	\$13,175.00

All members voting aye.

C. Textbook Approvals – First Review

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the following textbooks for the 2019-2020 school year for first review for the following programs:

ELECTRICAL TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
20	Practical Problems in Math for Electricians, 8th Ed.	2008	Delmar Cengage Learning	60.00
20	Practical Problems in Math for Electricians, 9th Ed.	2012	Delmar Cengage Learning	60.00
40	National Electrical Code 2017	2016	Nat'l Fire Protection Assoc.	76.50
20	Illustrated Guide to the National Electrical Code	2018	Delmar Cengage Learning	97.50

Plus 10% Shipping

ELECTROMECHANICAL TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
20	Industrial Maintenance and Mechatronics	2020	Goodheart-Willcox Company	133.28
20	Industrial Maintenance and Mechatronics Workbook	2020	Goodheart-Willcox Company	24.96

Plus 10% Shipping
Plus 10% Shipping

HEALTH CAREERS TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
42	Exploring Medical Language	2018	Elsevier, Inc.	91.95

Plus 10% Shipping

LANDSCAPE TECHNOLOGY

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
1	MyCaert Computer-Based Curriculum (This fee covers the entire class)	2018	MyCaert Inc	219.00

Plus 10% Shipping

MEDIA COMMUNICATIONS

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
15	Video Basic, 8 th Edition	2018	Wadsworth	58.00

Plus 10% Shipping

SPORTS THERAPY SCIENCES

Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
22	Trail Guide to the Human Body, 5 th Edition	2014	Books of Discovery	47.57
22	Trail Guide to the Human Body, Workbook	2014	Books of Discovery	19.57

Plus 10% Shipping

All Members voting aye.

D. Field Trip – HOSA & Law Enforcement

It was moved by Mr. Putt, seconded by Mrs. Kotay that 86 students and six advisors and be approved to attend the 911 Memorial and Museum & Ripley’s Believe It or Not, New York, New York, on May 13, 2019. CTC covers the cost of advisors and half of the student transportation, estimated cost \$1,980.00.

(HOSA will cover the other half of the transportation cost, approximately \$1,840.00.)

All members voting aye.

XII. Finance

A. Budget Approval

It was moved by Mrs. Kotay, seconded by Mr. Kline that the 2019-2020 budget in the amount of \$9,040,288.00 be initially approved and recommended to the six member districts. All members voting aye.

B. Budget Transfers

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

C. 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 \$178,002.00.

Adult Ed Guaranteed Student Loans	\$ 4,000.00
PT LPN Guaranteed Student Loans	40,000.00
FT LPN Guaranteed Student Loans	95,000.00
Competitive Equipment Grant	16,860.00
Supplemental Equipment Grant	22,142.00
TOTAL	\$178,002.00

All members voting aye.

XIII. Policies

A. Policies – First Review

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

201	Admission of Students
202	Eligibility of Nonresident Students
203	HIV Infection
204	Attendance
206	Assignment to Programs
207	Confidential Communications of Students
208	Withdrawal From School
209	Health Examinations/Screenings
209.1	Food Allergy Management
209.2	Diabetes Management
210	Medications
210.1	Possession/Administration of Asthma Inhalers/Epinephrine Autoinjectors
212	Reporting Student Progress
214	Class Rank
215	Promotion and Retention
216	Student Records
217	Graduation/Skills Certification
218	Student Discipline
218.1	Weapons
218.2	Terroristic Threats
219	Student Complaint Process

All members voting aye.

An Executive Session followed the meeting to discuss personnel matters.

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Kotay that we adjourn the meeting at 6:49 p.m.

Respectfully submitted,

Tina M. Geyer
Secretary

NEXT MEETING – MAY 21, 2019