

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

June 18, 2019

I. The regular business meeting of the JOC was called to order at 6:35 p.m. by the President, Ruth Ann Schlegel. An Executive Session was held prior to the board meeting to discuss personnel matters.

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	Tina Geyer	Matthew Schwenk
Justin Weaber	Greg Williams	Lisa Brown

IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt, seconded by Mr. Kline to approve the minutes of the May 21, 2019 regular business meeting. All members voting aye.

VI. Director's Report

- A. Update on summer projects
- B. Review of certification and Awards Ceremony
- C. Review of LPN graduation

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the Financial Report for the period ended May 31, 2019 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended May 31, 2019 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we approve the bills/transfers as attached in the amount of \$764,760.65. There are no Capital Reserve Fund Checks included in the amount. All members voting aye.

X. Personnel

A. Professional Development Leave

It was moved Mrs. Weaver, seconded by Mr. Kline that we approve Matthew Schwenk for Professional Development Leave effective the 2019-2020 school year, compensation and benefits contingent on meeting all requirements of School Code, Policy and the Collective Bargaining Agreement. On a roll call vote, 3 yes votes were recorded and the motion carried, Mrs. Weaver and Mr. Putt voted no.

B. Salary Increase

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve a salary increase for Artemus Tuisl, CTC Police Officer, at a rate of \$20.00 per hour, effective August 20, 2019. All members voting aye.

C. JOC Secretary and Treasurer Stipends

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the stipend for Joint Operating Committee Secretary and Treasurer at \$300.00 for each position for the 2019-2020 school year. All members voting aye.

D. Staffing

It was moved by Mrs. Weaver, seconded by Mr. Kline that we authorize the administration to advertise, interview and select or transfer staff to accommodate enrollment/staffing patterns per approved guidelines. All members voting aye.

E. Lebanon County Area Vocational Technical School Board Officers (Officers of the 54-member board)

It was moved by Mrs. Weaver, seconded by Mr. Kline that the listed slate of officers be approved for the Lebanon County Area Vocational Technical School Board as voted on by the school district board members:

	<b>President, Ruth Ann Schlegel</b>	<b>Secretary, Tina Geyer</b>		
	<b>Vice President, Ben Dohner</b>	<b>Treasurer, Rose Marie Kotay</b>		
	<b>FOR</b>	<b>AGAINST</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Annville-Cleona	8	0	1	0
Cornwall Lebanon	9	0	0	0
Eastern Lebanon	9	0	0	0
Lebanon	9	0	0	0
Northern Lebanon	8	0	1	0
Palmyra	8	0	1	0
<b>TOTALS</b>	<b>51</b>	<b>0</b>	<b>3</b>	<b>0</b>

All members voting aye.

F. Position Transfers

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following transfers:

1.) That we approve a position transfer for Gregory Williams, Assistant Director – Students, to move from a 10-month position to an 11-month position, effective July 1, 2019, with Act 93 benefits. Criminal record checks, child abuse clearances and employment verification forms on file.

2.) That we approve a position transfer for Yaniza Sanchez, Part-Time Bilingual Aide from a Part-Time Bilingual Aide to a Full Time Bilingual Aide position, \$13.60 per hour, 7 hours per day, 182 days, effective August 26, 2019, with single benefits. Criminal record checks, child abuse clearances and employment verification forms on file.

3.) That we approve a position transfer for Meghan Weaber from Full Time Instructional Aide to a Full Time Job Trainer position, \$19.84 per hour, 8 hours per day, 189 days, effective August 20, 2019, with single benefits. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

G. Part Time Evening PN Instructors/Substitutes

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the attached list of PN instructors/substitutes at the rate of \$34.00 per hour, effective July 1, 2019 as attached. All members voting aye.

H. Adult Evening Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve Angelo Cuva as an adult evening instructor for Safety Inspections/Emissions retroactive to May 28, 2019 at the rate of \$33.00 per hour. All members voting aye.

I. Adult Evening Instructors

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following adult evening instructors for 2019-2020 school year at the rate of \$34.00 per hour.

<u>Instructor</u>	<u>Program</u>	<u>Effective Date</u>
Robert Corle, Jr.	Culinary & Pastry IU13/Apprenticeship Program	July 1, 2019
Brian Peffley	Culinary & Pastry IU13/Apprenticeship Program	July 1, 2019
Rory Reno	Culinary & Pastry IU13	July 1, 2019
Micah Good	Welding	July 1, 2019
Jeff Lazorcik	Welding	July 1, 2019
Christopher Gardecki	Pipefitting	July 1, 2019
Eric Hopewell	Industrial Machine Technology	July 1, 2019
Angelo Cuva	Safety Inspections/Emissions	July 1, 2019
Bob Gettis	Safety Inspections/Emissions	July 1, 2019
Kevin Shaeffer	Fork Lift Training	July 1, 2019

All members voting aye

J. Administrative Merit Salary Increases

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following Merit Increases for Act 93 personnel and the Business Administrator for the 2019-2020 school year:

Greg Williams	\$700
Jason Nace	\$700
Tina Geyer	\$700
Matt Schwenk	\$700
Justin Weaber	\$700

All members voting aye.

K. Substitute Secretaries

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following as Substitute Secretaries, at a rate of \$12.49 effective July 1, 2019:

Gina Barry  
Deborah Elliott  
Meghan Weaber

All members voting aye.

L. Act 93

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the Act 93 Agreement with a 2.75% increase for the 2019-2020 school year as presented. All members voting aye.

M. Non-Union Support Staff

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve a 3% increase to the Non-Union Support Staff Salaries for the 2019-2020 school year. All members voting aye.

N. Transfer of Sick Days

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve a transfer of 20.0 sick days for Janet Garchinsky, Vocational Facilitator, from Northern Lebanon School District per attached letter. 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 Kelly Flowers and Erin Yingst, Guidance Counselors to attend the PACTA School Counselors Conference, University Park, PA, September 26-27, 2019. Estimated cost of \$725.00.
- 2.) That we approve Kelly Flowers and Erin Yingst, Guidance Counselors to attend the PSCA Annual Conference, Pittsburgh, PA, November 21-22, 2019. Estimated cost of \$1,300.00.
- 3.) That we approve Kelly Flowers, Guidance Counselor to attend the Co-op Coordinator Conference Best Practices, University Park, PA, October 15-16, 2019. Estimated cost of \$745.00.

All members voting aye.

XII. Finance

A. Budget Adoption

It was moved by Mr. Dohner, seconded by Mrs. Weaver that the ballots of the six districts be recorded for adoption of the 2019-2020 budget in the amount of \$9,040,288.00 as voted on by the school district board members.

	<b>FOR</b>	<b>AGAINST</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
<b>Annville-Cleona</b>	9	0	0	0
<b>Cornwall Lebanon</b>	9	0	0	0
<b>Eastern Lebanon</b>	9	0	0	0
<b>Lebanon</b>	9	0	0	0
<b>Northern Lebanon</b>	8	0	1	0
<b>Palmyra</b>	8	0	1	0
<b>TOTALS</b>	<b>52</b>	<b>0</b>	<b>2</b>	<b>0</b>

All members voting aye.

B. Depositories

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the following depositories for the 2019-2020 school year:

- Fulton Bank ..... General Fund Deposit Account
- ..... General Fund Checking Account (Accounts Payable)
- ..... Payroll Account
- ..... Cafeteria Fund Account
- ..... Student Activity Account
- ..... Scholarship Fund Account
- ..... LPN Account (for PELL Wires/Direct Loan Deposits)
- ..... 403b Account
- PLGIT ..... General Fund
- ..... 2013 Authority Bond Funds

All members voting aye.

C. Payment of Obligations

It was moved by Mr. Dohner, seconded by Mr. Kline that we grant permission for the Business Administrator to process payment of additional June and July 2019 invoices and to ratify payment at the August 2019 JOC meeting. All members voting aye.

D. National School Lunch Program

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the agreements between the six member school districts and the Lebanon County Career and Technology Center for participation in the National School Lunch program for the 2019-2020 school year. All members voting aye.

E. Bid Authorization

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we authorize the administration to advertise for equipment/supply bids for the 2019-2020 school year as required by school code. All members voting aye.

F. Grant Applications

It was moved by Mr. Dohner, seconded by Mr. Kline that we authorize the administration to submit grant/allocation applications for Perkins and any additional funds that may become available in 2019-2020. All members voting aye.

G. Solicitor

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the firm of Barley Snyder to be appointed as solicitor for the 2019-2020 fiscal year at the rate of \$190 per hour. All members voting aye.

H. Investment Officer

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we appoint Tina Geyer, Business Administrator, as the Lebanon County Career and Technology Center’s Investment Officer for 2019-2020 school year. All members voting aye.

I. Investment Plan – 2019-2020

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the Investment Plan for the 2019-2020 school year as attached. All members voting aye.

J. Additional Revenue

It was moved by Mr. Dohner, seconded by Mr. Kline that we accept additional revenue for the following for fiscal year ended June 30, 2019 in the amount of \$181,604.00.

FT PN Direct Student Loans	\$ 150,000.00
Safe Schools Grant	\$ 22,810.00
Supplemental Equipment Grant	\$ 8,794.00
<b>TOTAL</b>	<b>\$181,604.00</b>

All members voting aye.

K. Dental Plan

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we approve the \$2,000 per person Dental Plan with Metlife which is a comparable plan to the current dental contract as per the Collective Bargaining Agreement effective July 1, 2019. All members voting aye.

L. Financial Aid Consultant

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we approve the contract with Lancaster County Career & Technology Center, as Financial Aid Consultant (Adult Education Students) for the 2019-2020 school year at a cost not to exceed \$52,170.00 for one year as attached. All members voting aye.

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M. Budget Transfers

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

XIII. Policies

A. Policies – First Review

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

220	Student Expression/Distribution and Posting of Materials
221	Dress and Grooming
222	Tobacco/Nicotine
223	Use of Motor Vehicles
224	Care of Center Property
226	Searches
227	Controlled Substances/Paraphernalia
228	Student Government
229	Student Fundraising
230	Public Performances by Students
231	Social Events and Class Trips
232	Student Involvement in Decision-Making
233	Suspension and Expulsion
234	Pregnant/Married Students
235	Student Rights and Responsibilities
235.1	Surveys
236	Student Assistance Program
237	Electronic Devices
246	School Wellness
247	Hazing
249	Bullying/Cyberbullying
250	Student Recruitment
251	Homeless Students
252	Dating Violation

All members voting aye.

*An Executive Session was called at 7:03 p.m. to discuss personnel matters. Return to the regular business meeting at 7:30 p.m.*

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Weaver that we adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Tina M. Geyer ,  
Secretary

***NEXT MEETING – AUGUST 20, 2019***