

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

January 21, 2020

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	Darren Grumbine
Cornwall Lebanon	*Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	Amber Weaver	*Dotty Noll
Northern Lebanon	*David Kline	*Mike Marlowe
Palmyra	*Jeffrey Putt	Christopher Connell
Lebanon	*Tracy Johnsen	Heather Eggert

Others present:

Glenn Meck	Tina Geyer	Dr. Philip Domencic
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IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt, seconded by Mr. Kline to approve the minutes of the December 17, 2019 regular business meeting. All members voting aye.

VI. Director's Report

- A. Program Changes – Glenn Meck
- B. Potential New Programs – Glenn Meck
- C. Information on Potential Refinance of Debt – Tina Gayer

VII. Communications - none

VIII. Business Reports

A. Financial Report

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

B. Cafeteria Report

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

IX. Approval of Bills

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the bills/transfers as attached in the amount of \$1,021,076.32. There are no Capital Reserve Fund checks included in this amount. All members voting aye

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X. Personnel

A. Resignation for the Purpose of Retirement

It was moved by Ms. Noll, seconded by Mr. Kline that we approve the resignations for the purpose of retirement for the following:

- 1.) That we accept the resignation for the purpose of retirement of Laurie Sprandel, Cosmetology Instructor, effective the end of the 2019-2020 school year.
- 2.) That we accept the resignation for the purpose of retirement of Gregory Williams, Assistant Director-Students, effective June 30, 2020.

All members voting aye.

B. Rehire – Maintenance Technician

It was moved by Ms. Noll, seconded by Mr. Kline that we approve the rehire of Daniel Gipe as our full time Maintenance Technician, \$21.76 per hour, 8 hours per day, 260 days, with benefits, effective retroactive to January 4, 2020. Criminal record checks, child abuse clearance and employment verification forms on file. All members voting aye.

C. Adult Evening Instructor

It was moved by Ms. Noll, seconded that Mr. Putt that we approve the following adult evening instructor for 2019-2020 school year at the rate of \$34.00 per hour.

<u>Instructor</u>	<u>Program</u>	<u>Retroactive /Effective Date</u>
Edward Gouker	Safety Inspection	December 5, 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/workshops:

- 1.) That we approve Brian Peffley, Pastry Arts Instructor, to attend the Accreditation Commission meeting, Sarasota, FL, effective retroactive to January 15-17, 2020. The cost to the school is \$0.00.
- 2.) That we approve Brian Peffley, Pastry Arts Instructor and Bob Corle, Culinary Arts Instructor, to attend the ACF Regional Conference, Nashville, TN, effective March 22-26, 2020. The estimated cost is \$4,000.00.
- 3.) That we approve Robert Corle, Culinary Arts Instructor, to attend the ACF Certificate Site Visit, Elkton, MD, effective April 2-3, 2020. The cost to the school is \$0.00.
- 4.) That we approve Michele Werni, Cosmetology Instructor, to attend the 2020 Fashion Focus, Washington, DC, effective April 19-20, 2020. The estimated cost is \$820.00.

All members voting aye.

B. Occupational Advisory Committees Report

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

C. Program Revisions

It was moved by Mr. Putt, seconded by Mr. Kline to approve the following program changes:

- 1.) That we approve the Cosmetology program to go from two full time instructors to one full time instructor effective the 2020-2021 school year.
- 2.) That we approve the deletion of the Computer Repair Technology program and maintain the Network Technology program effective the 2020-2021 school year.

All members voting aye.

XII. Finance

A. Budget Transfers

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

XIII. Other

A. PA Department of Environmental Protection Installation

It was moved by Mr. Dohner seconded by Mr. Kline that we approve the PA Department of Environmental Protection to establish a temporary and quality/particulate matter device on the CTC Grounds. All members voting aye.

An Executive Session followed the meeting to discuss personnel.

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mr. Kline that we adjourn the meeting at 7:29 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next Meeting – February 18, 2020