

**LEBANON COUNTY
CAREER AND TECHNOLOGY CENTER**

March 17, 2020, 6:30 P.M.

Board/Conference Room, D-144

A G E N D A

- I. Call to Order**
- II. Salute to Flag**
- III. Roll Call: Ben Dohner, Tracy Johnsen, David Kline,
Jeff Putt, Ruth Ann Schlegel Amber Weaver**

Alternates: Darren Grumbine, Heather Eggert, Mike Marlowe
Christopher Connell, Joel Zug, Dotty Noll
- IV. Public Comment**
- V. Minutes - JOC Meeting – February 18, 2020**
- VI. Director's Report**
- VII. Communications**
- XIII. Business Reports (Mr. Kline)**
 - A. Financial Report**
Suggested Motion: That we approve the Financial Report for the period ended February 29, 2020 as attached.
 - B. Cafeteria Report**
Suggested Motion: That we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended February 29, 2020 as attached.
- IX. Approval of Bills (Mr. Kline)**
Suggested Motion: That we approve the bills/transfers as attached in the amount of \$782,037.99. There are no Capital Reserve Fund checks included in this amount.
- X. Personnel Matters (Mrs. Weaver)**
 - A. Resignation**
Suggested Motion: That we approve the resignation of Matthew Schwenk, Assistant Director of Programs, effective April 13, 2020.

B. Substitute – Instructor

Suggested Motion: That we approve the following substitute instructor for the 2019-2020 academic year at the \$110.00 per day rate. Criminal record checks, child abuse clearances and employment verification forms on file.

<u>Substitute</u>	<u>Effective/Retroactive To:</u>
Bruce Henning	February 24, 2020

C. Mentor

Suggested Motion: That we approve the following mentor for the CTC’s 2019-2020 “Induction Program” at the contract rate of \$900.00 per year per CBA:

Ryan Gerz– Joshua Miller (Welding Instructor) - first half year (\$450.00)

D. SkillsUSA Coordinator

Suggested Motion: That we approve Deborah Elliott as District SkillsUSA Coordinator for the 2020-21 and 2021-22 competitions to be held at the Lebanon County CTC at a stipend of \$1,000.00 per year.

XI. Curriculum (Mr. Putt)

A. Youth Organization State Competition

Suggested Motion: That 17 students and three advisors be approved to attend the SkillsUSA State Leadership Conference, Hershey, PA, April 15-17, 2020, the CTC covers the cost of advisors and student transportation. The estimated cost is \$330.00.

B. School Calendar –Final Approval

Suggested Motion: That we approve the 2020-2021 school calendar for final approval (as attached).

C. Modified Summer Calendar

Suggested Motion: That we approve a modified summer calendar for the period of June 8 through August 7, 2020. The normal work week hour requirements will be consolidated into a four-day work week.

XII. Finance – (Mr. Kline)

A. Financial Aid Consultant

Suggested Motion: That we approve the contract with Lancaster County Career & Technology Center, as Financial Aid Consultant (Adult Education Students) for the 2020-2021 school year at a cost not to exceed \$55,500.00 for one year as attached.

XIII. Policies

A. Policy – Final Approval

Suggested Motion: That we approve the following policy as attached for final approval:

No.	Policy Name
719	Therapy Dogs

B. Policy – First Review

Suggested Motion: That we approve the following policies as attached for first review:

No.	Policy Name
601	Fiscal Objectives
602	Budget Planning
603	Budget Presentation
604	Budget Adoption
607	Tuition Income
608	Bank Accounts
609	Investment of Funds
610	Purchase Subject to 608; C/Q Bid/Quotation
611	Purchases Budgeted
612	Purchases Not Budgeted
613	Cooperative Purchasing
614	Payroll Authorization
615	Payroll Deductions
616	Payment of Bills
617	Petty Cash
618	Student Activity Funds
619	Audit
620	Fund Balance
622	GASB Statement
624	Taxable Fringe
625	Use of Credit Cards
626	Federal Fiscal Compliance
626.1	Travel Reimbursement Federal Program

XIV. Adjournment

Next Meeting – April 21, 2020