

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

November 19, 2019

I. The regular business meeting of the JOC was called to order at 6:34 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	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	
Greg Williams	Dr. Philip Domencic	Dave Walker, Solicitor, Barley Snyder

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mr. Kline to approve the minutes of the October 15, 2019 regular business meeting. All members voting aye.

VI. Director's Report

- A. Discussion of possible therapy dog at CTC
- B. Informed Board of Culinary/Pastry Award
- C. Update of potential Water Project
- D. Update on State Audit Report

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

B. Cafeteria Report

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended October 31, 2019 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mr. Kline that we approve the bills/transfers as attached in the amount of \$1,000,822.40. There are no Capital Reserve Fund checks included in this amount. All members voting aye

X. Personnel

A. Employment

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following for employment:

Joint Operating Committee Minutes – November 19, 2019– Page 2

1.) That we approve the employment of Carol Leonard as our Part Time Custodian, \$14.47 per hour, no benefits, effective retroactive to October 14, 2019, Criminal record checks, child abuse clearances and employment verification forms on file.

2.) That we approve the employment of Stacy Heckard as Full Time Practical Nursing Instructor, effective December 9, 2019, with benefits, Masters Column, Step 7. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

B. PN Part-Time Evening Instructor and Substitute

It was moved by Mrs. Weaver, seconded by Mr. Kline that we employ the following instructor at the rate of \$34.00 per hour and add to our approved PN Part-Time Evening Instructor List and add to our Substitute List for the 2019-2020 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

<u>Name</u>	<u>Retro/Effective Date:</u>
Rachel Furno	October 25, 2019

All members voting aye.

C. Substitute – Healthroom Assistants

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following list of Substitute Healthroom Assistants 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>Name</u>	<u>Retro/Effective Date:</u>
Rachel Furno	October 25, 2019
Bobby Jo Heintzleman	October 28, 2019

All members voting aye.

D. Substitute – Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline 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>
George Mentzer	November 20, 2019

All members voting aye.

XI. Curriculum

A. Comprehensive Plan

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the attached Comprehensive Plan for final approval as attached. All members voting aye.

B. Staff Development

It was moved by Mr. Dohner, seconded by Mrs. Kotay that we approve the following for conferences/workshops:

1.) That we approve Brian Peffley, Pastry Arts Instructor to attend the 2019 ACTE, December 4-6, 2019, Anaheim, CA. The cost to the school is \$0.00.

2.) That we approve Justin Weaber, Adult Education Program Coordinator and Meghan Weaber, Job Trainer to attend the Spirit of Hospitality Awards Gala, Bedford, PA, retroactive to November 18-19, 2019. The estimated cost is \$460.00

Joint Operating Committee Minutes – November 19, 2019– Page 3

3.) That we approve Meghan Weaber, Job Trainer, to attend the Integrated Learning Conference, University Park, PA, retroactive effective November 6-8, 2019. The estimated cost is \$195.00.

All members voting aye.

XII. Finance

A. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mr. Kline that we accept additional revenue for Perkins in the amount of \$30,743 for the fiscal year ended June 30, 2020. All members voting aye.

XIII. Policies

A. Policies – Final Approval

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the following policies for final approval:

800	Records Management
801	Public Records

All members voting aye.

**Public acknowledgement to Rose Marie Kotay, board member, for 28 years of service to staff and students. We thank Rose Marie for her outstanding dedication to the Lebanon County CTC.*

XIV. Adjournment

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we adjourn the meeting at 6:54 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

NEXT MEETING – DECEMBER 17, 2019