

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

October 15, 2019

I. The regular business meeting of the JOC was called to order at 6:35 p.m. by the President, Ruth Ann Schlegel.

II. Salute to the flag by all in attendance.

III. Roll Call – Present*

Anncleona	*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
Justin Weaber	Dr. Philip Domencic

IV. Public Comment - none

V. Minutes

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

VI. Director's Report

- A. Update on Comprehensive Plan
- B. Review Potential Capital Projects
- C. Review of Preliminary 2018-19 District Refund

VII. Communications - none

VIII. Business Reports

A. Financial Report

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Financial Report for the period ended September 30, 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 September 30, 2019 as attached. All members voting aye.

C. Student Activity Fund

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the Student Activity Account for the quarter ended September 30, 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 \$1,031,011.60. 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 Mr. Kline that we approve the following for employment:

- 1.) That we approve the employment of Crystal A. Hower as our Instructional Aide, \$13.60 per hour, 7 hours per day, 182 days, effective October 15, 2019, with single benefits. Criminal record checks, child abuse clearances and employment verification forms on file.
- 2.) That we approve the employment of Beth Garrett as our Health Careers Technology Instructor, effective retroactive to October 7, 2019, with benefits, Column 1, Step 9. Criminal record checks, child abuse clearances and employment verification forms on file.

All members voting aye.

B. Resignations

It was moved by Mrs. Weaver, seconded by Mrs. Kotay to approve the following resignations:

- 1.) That we approve the resignation of Venancia Williard, Full Time Practical Nursing Instructor, effective retroactive to October 7, 2019.
- 2.) That we approve the resignation of Deborah Light, Part Time Practical Nursing Instructor, effective retroactive to September 11, 2019.

All members voting aye.

C. Substitute - Instructors

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following list of substitute instructors 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.

Substitute	Effective/Retroactive To:
John Latimer	September 27, 2019
Russel Miller	October 16, 2019
Leslie Tayler	September 20, 2019

All members voting aye.

D. Substitute – Healthroom Assistant

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.

Substitute	Effective/Retroactive To:
Bobbi Jo Heintzelman	October 16, 2019

All members voting aye.

E. Substitute Custodian

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve SETH VANN as a Substitute Custodian, \$14.47 per hour, no benefits, effective October 16, 2019. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

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F. Adult Evening Instructor

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

Instructor	Program	Retroactive /Effective Date
Angelo Cuva	Emissions/ State Inspection	October 8, 2019

All members voting aye.

G. 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 and add to our Substitute List for the 2019-2020 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

Name	Retro/Effective Date:
Cindy Neve	October 9, 2019

All members voting aye.

H. Mentors

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following mentors for the CTC's 2019-2020 "Induction Program" at the contract rate of \$900.00 per year per CBA:

Eric Tanger – Wayne Hagy 1 year remaining
 Beth Garrett – Lori Mattis 2 years remaining

All members voting aye.

I. Change of Employment Date

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve Marilyn Lathrop, Instructional Coach/PIMS Reporter change of employment date retroactive to September 4, 2019. Criminal record checks, child abuse clearances and employment verification forms on file. All members voting aye.

XI. Curriculum

A. Staff Development

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

- 1.) That we approve Hanna Seyfert, to attend the POS Task List Revision Workshop, State College, PA, effective retroactive to October 1-2, 2019. The cost to the school is \$0.00.
- 2.) That we approve Justin Weaber, Adult Education Program Coordinator, and Marilyn Lathrop, Instructional Coach/PIMS Reporter to attend the Integrated Learning Conference, State College, PA, effective November 6-8, 2019. The estimated cost to the school is \$1,000.00.
- 3.) That we approve Michelle Achey, Practical Nursing Program Director, to attend the PAPNA Engage, Empower and Educate Conference, Lewisburg, PA, effective retroactive to October 10-11, 2019. The estimated cost to the school is \$450.00.
- 4.) That we approve Gregory Williams, Assistant Director-Students and Marilyn Lathrop, Instructional Coach/PIMS Reporter to attend the Restorative Practice Conference, Bethlehem, PA, effective December 2-5, 2019. The estimated cost to the school is \$2,330.00.
- 5.) That we approve Beth Garrett, Health Careers Technology Instructor, to attend the Strategies for Educational Excellence Conference, State College, PA, effective October 31-November 1, 2019. The estimated cost to the school is \$615.00.

All members voting aye.

B. Comprehensive Plan

It was moved by Mr. Putt, seconded by Mrs. Kotay that we approve the attached Comprehensive Plan for first review as attached. All members voting aye.

XII. Finance

A. Budget Transfers

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

- 1.) That we approve the budget transfers for the 2018-2019 school year as listed.
- 2.) That we approve the budget transfers for the 2019-2020 school year as listed.

All members voting aye.

B. Additional Revenue

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we accept additional revenue for the PCCD School Safety and Security Grant in the amount of \$60,000 for the fiscal year ended June 30, 2020. All members voting aye.

C. Transfers

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

- 1.) That we approve a transfer from the general fund to the cafeteria fund in the amount of \$10,463.07 effective retroactive to June 30, 2019.
- 2.) That we approve a transfer from the general fund to the capital reserve fund in the amount of \$527,460.00 effective retroactive to June 30, 2019.

All members voting aye.

XIII...Policies

A. Policies – Final Approval

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

328	Severance Pay – Deleted
330	Overtime
331	Job Related Expenses
332	Working Periods
333	Professional Development
334	Sick Leave
335	Family and Medical Leaves
336	Personal Necessity Leave
337	Vacation
338	Sabbatical Leave
338	Deleted – Privacy of Individually Identifiable Health Information (HIPPA)
338.1	Compensated Professional Leaves
339	Uncompensated Leave
340	Responsibility for Student Welfare
341	Benefits for Part-Time Employees
342	New – Jury Duty
343	New – Paid Holidays
345	School Police Officers
347	New – Workers' Compensation Transitional Return-to-Work Program
351	Drug and Substance Abuse
442	Deleted – Employment of Summer School Staff

All members voting aye.

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B. Policies – First Review

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

800	Records Management
801	Public Records

All members voting aye.

XIV. Other

A. Water Supply Study

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve Steckbeck Engineering & Surveying to conduct a study on the water supply and internal piping not to exceed \$35,000. All members voting aye.

XIV. Adjournment

It was moved by Mrs. Putt, seconded by Mrs. Kotay that we adjourn the meeting at 7:21 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

NEXT MEETING – NOVEMBER 19, 2019