

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

September 17, 2019

I. The regular business meeting of the JOC was called to order at 6:31 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	
Justin Weaber	Greg Williams	Dr. Philip Domencic

IV. Public Comment - none

V. Minutes

It was moved by Mrs. Kotay, seconded by Mrs. Weaver to approve the minutes of the August 20, 2019 regular business meeting. All members voting aye.

VI. Director's Report

- A. Update on new staff members
- B. Review of Parent's Night
- C. Medical Assistant students assisting with health screening at Henry Houck Elementary School
- D. Update on Adult Education

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

B. Cafeteria Reports

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

IX. Approval of Bills

It was moved by Mrs. Kotay, seconded by Mrs. Weaver that we approve the bills/transfers as attached in the amount of \$1,031,011.60. Included in this amount is the following Capital Reserve Fund checks:

Vendor	Check No.	Amount
Blatt & Myers	34704	\$19,365.00
Martin's Flooring	34730	\$51,757.64
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		\$71,122.64

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:

1.) That we approve the employment of Jordan Alwine as Diesel Truck Technology Instructor, effective retroactive to August 26, 2019, with benefits, Column 1, Step 7. Criminal record checks, child abuse clearances and employment verification forms on file.

2.) That we approve the employment of Sethy Vann, Part Time Custodian, effective retroactive to September 4, 2019, \$14.47 per hour, no benefits. 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 Brenda Kreamer, Health Careers Technology Instructor, effective October 4, 2019.

2.) That we approve the resignation of Sethy Vann, Part Time Custodian, effective retroactive to September 5, 2019.

All members voting aye.

C. 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 - Lori Mattis	1 year remaining
Jeff Lazorcik – Ryan Gerz	1 ½ year remaining
Janet Garchinsky – Karen Gulotta	2 years remaining
Dan Giffin – Brian Peffley	2 years remaining
Jordan Alwine - Michele Werni	2 years remaining
Marilyn Lathrop – Erin Yingst	2 years remaining

All members voting aye.

D. Substitute - Instructors

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following list of substitute instructors for the 2019-2020 academic year at the \$110.00 per day rate.

Nadine Abowitz	Leslie Tayler
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All members voting aye.

E. Occupational Advisory Approval

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the Occupational Advisory members and Executive Planning Committee membership lists as attached for the 2019-2020 school year. All members voting aye.

F. Career & Technical Student Organization Advisors

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the following CTSO Advisors for the 2019-2020 academic year at the contract rate of \$1,000.00 per year per CBA:

Josh Boettner, NAHB-SC	(\$333.34)	Hanna Seyfert, HOSA	(\$250.00)
Jeffrey Hirneisen, NAHB-SC	(\$333.34)	Alicia Wike, HOSA	(\$250.00)
Aaron Westfall, NAHB-SC	(\$333.34)	Abbey Mays, SkillsUSA	(\$666.67)
Rene Gehman, HOSA	(\$250.00)	Ryan Gerz, SkillsUSA	(\$666.67)
Lori Mattis, HOSA	(\$250.00)	Brian Peffley, SkillsUSA	(\$666.67)

All members voting aye.

G. National Technical Honor Society Advisors

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve Kelly Flowers (\$500.00) and Erin Yingst (\$500.00) as the National Technical Honor Society Advisors for the 2019-2020 academic year at the rate of \$1,000.00. All members voting aye.

H. PN Part-Time Evening Instructor and Substitute

It was moved by Mrs. Weaver, seconded by Mrs. Kotay 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.

<u>Name</u>	<u>Retro/Effective Date:</u>
Williard, Venancia	8/21/2019

All members voting aye.

I. Transfer of Sick Days

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve a transfer of 24.0 sick days for Marilyn Lathrop, Instructional Coach/PIMS Reporter, from Reading School District per attached letter. All members voting aye.

J. Administrative Goals

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we approve the 2019-2020 Administrative Goals as attached. All members voting aye.

XI. Curriculum

A. Staff Development

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

- 1.) That we approve Wendy Barrett, English Instructor, Hanna Seyfert, Sports Therapy Sciences Instructor and Nina Eckert, Dental Assistant Instructor, to attend the Integrated Learning Conference, University Park, PA, effective November 6-8, 2019. The estimated cost is \$1,635.00.
- 2.) That we approve Brian Peffley, Pastry Arts Instructor, to attend the NOCTI Credentialing Summit, Raleigh, NC, effective October 2-3, 2019. The cost is \$0.00.
- 3.) That we approve Meghan Weaber, Job Trainer, to attend the 2019 Cooperative Education Conference, State College, PA, effective October 15-16, 2019. The estimated cost is \$400.00.
- 4.) That we approve Lori Mattis, Health Careers Technology Instructor, to attend the HOSA Advisor Workshop, King of Prussia, PA, effective October 3-4, 2019. The estimated cost is \$370.00.
- 5.) That we approve Lori Mattis, Health Careers Technology Instructor, to attend the Strategies for Educational Excellence Conference, State College, PA, effective October 31-November 1, 2019. The estimated cost is \$615.00.

6.) That we approve Justin Weaber, Adult Education Program Coordinator, to attend the Adult Education Coordinator Conference, State College, PA, effective September 26-27, 2019. The estimated cost is \$300.00.

All members voting aye.

XII. Finance – no items

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:

301	Creating a Position
302	Employment of Administrative Director/Assistant Administrative Director
304	Employment of Staff
305	Employment of Substitutes and Short-Term Employees
307	Student Teachers/Interns
308	Employment Contract/Joint Operating Committee Resolution
309	Assignment and Transfer
311	Reduction of Staff
312	Evaluation of Administrative Director
313	Evaluation of Employees
314	Physical Examination
314.1	HIV Infection
317	Conduct/Disciplinary Procedures
317.1	Educator Misconduct
318	Penalties for Tardiness
319	Outside Activities
320	Freedom of Speech in Nonschool Settings
321	Political Activities
322	Gifts
323	Tobacco/Nicotine
324	Personnel Files
325	Dress and Grooming
326	Complaint Process
328	Compensation Plans/Salary Schedules

All members voting aye.

B. Policies – First Review

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

301	Creating a Position
302	Employment of Administrative Director/Assistant Administrative Director
304	Employment of Staff
305	Employment of Substitutes and Short-Term Employees
307	Student Teachers/Interns
308	Employment Contract/Joint Operating Committee Resolution

309	Assignment and Transfer
311	Reduction of Staff
312	Evaluation of Administrative Director
313	Evaluation of Employees
314	Physical Examination
314.1	HIV Infection
317	Conduct/Disciplinary Procedures
317.1	Educator Misconduct
318	Penalties for Tardiness
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320	Freedom of Speech in Nonschool Settings
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325	Dress and Grooming
326	Complaint Process
328	Compensation Plans/Salary Schedules

*An Executive Session followed the meeting to discuss personnel matters.*

XIV. Adjournment

It was moved by Mrs. Weaver, seconded by Mrs. Kotay that we adjourn the meeting at 7:02 p.m.

Respectfully submitted,

Tina M. Geyer,  
Secretary

***NEXT MEETING – OCTOBER 15, 2019***