

**LEBANON COUNTY
CAREER AND TECHNOLOGY CENTER**

April 21, 2020, 6:30 P.M.

Virtual Board Meeting

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 – March 17, 2020

VI. Director's Report

VII. Communications

A. Electronic Communications in Scheduled Public Board Meetings

Suggested Motion: That we approve pursuant to Joint Operating Committee (JOC) Policy 003 to suspend the restriction in JOC Policy 006.1 that the majority of JOC members shall physically be present when a JOC member attends through electronic communications in scheduled public meetings during the Governor's declared state of emergency concerning the COVID-19 pandemic, so long as the following requirements are met: all JOC members participating remotely in any public meeting must be able to hear all other attendees, and all others in attendance at the meeting must be able to hear the JOC members participating remotely.

XIII. Business Reports (Mr. Kline)

A. Financial Report

Suggested Motion: That we approve the Financial Report for the period ended March 31, 2020 as attached.

B. Cafeteria Report

Suggested Motion: That we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended March 31, 2020 as attached.

C. Student Activity

Suggested Motion: That we approve the Student Activity Account for the quarter ended March 31, 2020 as attached.

IX. Approval of Bills (Mr. Kline)

Suggested Motion: That we approve the bills/transfers as attached in the amount of \$1,539,774.17. There are no Capital Reserve Fund checks included in this amount.

X. Personnel Matters (Mrs. Weaver)

A. Employment - Grounds/Maintenance

Suggested Motion: That we approve Matt Geyer as summer grounds/maintenance at \$12.00/hour effective April 22, 2020 as needed.

B. Revised Job Description

Suggested Motion: That we approved the attached Revised CTSO Advisor Job Description.

XI. Curriculum (Mr. Putt)

A. Full Time and Part Time Practical Nursing Tuition

Suggested Motion: That we approve the tuition rate for the following effective July 1, 2020:

Full Time PN program	\$13,900.00
Part Time PN program	\$14,175.00

XII. Finance – (Mr. Kline)

A. Budget Approval

Suggested Motion: That the 2020-2021 budget in the amount of \$9,229,779 be initially approved and recommended to the six member districts.

B. Additional Revenue

Suggested Motion: That we accept additional revenue for the following for fiscal year ended June 30, 2020 in the amount of \$214,667.00.

Adult Ed Direct Loans	\$2,000.00
PT LPN Direct Loans	\$100,000.00
FT LPN Direct Loans	\$50,000.00
Supplemental Equipment Grant	\$62,667.00
TOTAL	<u>\$214,667.00</u>

C. PA Dept. of Environmental Protection – Air Quality Device

Suggested Motion: That we approve the Pennsylvania Department of Environmental Protection to place a permanent Air Quality device on CTC property.

D. Bid Award

Suggested Motion: That we approve the bid from DiaMedical USA in the amount of \$28,889.96 for the purchase of practical nursing equipment through the Perkins Post-Secondary grant through Lancaster County Career and Technology Center for the 2019-20 school year.

XIII. Policies

A. Policies – Final Approval

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

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 – May 19, 2020