

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE MINUTES

March 17, 2020

I. The regular business meeting of the JOC was called to order at 6:32 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	Darren Grumbine
Cornwall Lebanon	* Ruth Ann Schlegel	Joel Zug
Eastern Lebanon	**Amber Weaver	Dotty Noll
Northern Lebanon	**David Kline	Mike Marlowe
Palmyra	**Jeffrey Putt	Christopher Connell
Lebanon	**Tracy Johnsen	Heather Eggert

Others present:

Glenn Meck	Tina Geyer	Dr. Philip Domencic
Justin Weaber		

**\*\*Joined JOC meeting via telephone.**

IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt, seconded by Mrs. Weaver to approve the minutes of the February 18, 2020 regular business meeting. All members voting aye.

VI. Director's Report

- A. Update on School Closures
- B. Review of Preliminary 2020-2021 Budget
- C. Review of Potential New Programs

VII. Communications - none

XIII. Business Reports

A. Financial Report

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the Financial Report for the period ended February 29, 2020 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended February 29, 2020 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Kline, seconded by Mr. Putt that approve the bills/transfers as attached in the amount of \$782,037.99. There are no Capital Reserve Fund checks included in this amount. All members voting aye

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X. Personnel

A. Resignation

It was moved by Mrs. Weaver, seconded by Mr. Putt that we accept the resignation of Matt Schwenk, Assistant Director-Programs, effective April 13, 2020. All members voting aye.

B. 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>
Bruce Henning	February 24, 2020

All members voting aye.

C. Mentor

It was moved by Mrs. Weaver, seconded by Mr. Putt 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) All members voting aye.

D. SkillsUSA Coordinator

It was moved by Mrs. Weaver, seconded by Mr. Putt 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. All members voting aye.

XI. Curriculum

A. School Calendar – Final Approval

It was moved by Mr. Putt, seconded by Mrs. Johnsen that we approve the 2020-2021 school calendar for final approval (as attached). All members voting aye.

B. Modified Summer Calendar

It was moved by Mr. Putt, seconded by Mrs. Johnsen that we approve a modified summer calendar for the period of June 8 through August 14, 2020. The normal work week hour requirements will be consolidated into a four-day work week. All members voting aye.

XII. Finance

A. Financial Aid Consultant

It was moved by Mr. Kline, seconded by Mr. Putt 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. All members voting aye.

B. Hourly Support Staff

It was moved by Mr. Putt, seconded by Mrs. Johnsen that we approve to pay hourly support staff personnel during the state mandated shutdown period of March 16, 2020 to March 27, 2020. All members voting aye.

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XIII. Policies

A. Policy – Final Approval

It was moved by Mr. Kline, seconded by Mr. Putt that we approve the following policy as attached for final approval:

No.	Policy Name
719	Therapy Dogs

All members voting aye.

B. Policy – First Review

It was moved by Mr. Kline, seconded by Mrs. Weaver 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

All members voting aye.

XV. Adjournment

It was moved by Mr. Putt, seconded by Mrs. Weaver that we adjourn the meeting at 7:05 p.m.

***Next Meeting – April  
21, 2020***

Respectfully submitted,

Tina M. Geyer,  
Secretary