

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

June 16, 2020

I. The regular business/virtual 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*

Annvil le 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	Andra Groller	Shawn Eckenrode

***Attended in Person, **Attended by Zoom.**

IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt, seconded by Mrs. Weaver to approve the minutes of the May 19, 2020 regular business meeting. All members voting aye.

VI. Director's Report

- A. Introduction of new Administrator Director of Programs – Andra Groller – Glenn Meck
- B. Review of ACF (American Culinary Federation) reaccreditation walkthrough – Glenn Meck
- C. Review of Water Project – Glenn Meck
- D. Recognition of Greg Williams Retirement – June 2020 – Glenn Meck

VII. Communications - None

VIII. Business Reports

A. Financial Report

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the Financial Report for the period ended May 31, 2020 as attached. All members voting aye.

B. Cafeteria Report

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended May 31, 2020 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the bills/transfers as attached in the amount of \$716,303.38. There are no Capital Reserve Fund checks included in this amount. All members voting aye.

X. Personnel

A. JOC Secretary and Treasurer Stipends

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the stipend for Joint Operating Committee Secretary and Treasurer at \$300.00 for each position for the 2020-2021 school year. All members voting aye

B. Staffing

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen that we authorize the administration to advertise, interview and select or transfer staff to accommodate enrollment/staffing patterns per approved guidelines. All members voting aye.

C. Part Time Evening PN Instructors/Substitutes

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the attached list of PN instructors/substitutes at the rate of \$35.00 per hour, effective July 1, 2020 as attached. All members voting aye.

D. Adult Evening Instructors

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the following adult evening instructors for 2020-2021 school year at the rate of \$35.00 per hour.

<u>Instructor</u>	<u>Program</u>	<u>Effective Date</u>
Robert Corle, Jr.	Culinary & Pastry IU13/Apprenticeship Program	July 1, 2020
Brian Peffley	Culinary & Pastry IU13/Apprenticeship Program	July 1, 2020
Rory Reno	Culinary & Pastry IU13	July 1, 2020
Micah Good	Welding	July 1, 2020
Jeff Lazorcik	Welding	July 1, 2020
Christopher Gardecki	Pipefitting	July 1, 2020
Eric Hopewell	Industrial Machine Technology	July 1, 2020
Angelo Cuva	Safety Inspections/Emissions	July 1, 2020
Bob Gettis	Safety Inspections/Emissions	July 1, 2020
Kevin Shaeffer	Fork Lift Training	July 1, 2020

All members voting aye.

E. Act 93

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the Act 93 agreement as presented. All members voting aye.

F. Administrative Director's Contract

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen that we approve the Administrator Director's Contract as presented. All members voting aye.

G. Professional Salary Schedule - 2020-2021

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the 2020-2021 Professional Salary Schedule as attached. All members voting aye.

H. Employment – Assistant Director of Programs

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve Andra Groller as the Assistant Director of Programs at a salary of \$95,000 with Act 93 benefits, effective upon release date from her current employer. Pending criminal record checks, child abuse clearances and employment verification forms. All members voting aye.

XI. Curriculum

A. Annual Report on School Violence and Weapons

It was moved by Mr. Putt, seconded by Mrs. Weaver that we accept the “Annual Report on School Violence and Weapons” as submitted to the Pennsylvania Department of Education as attached. All members voting aye.

XII. Finance

A. Depositories

It was moved by Mr. Dohner, seconded by Mrs. Johnsen that we approve the following depositories for the 2020-2021 school year:

- Fulton Bank General Fund Deposit Account
- General Fund Checking Account (Accounts Payable)
- Payroll Account
- Cafeteria Fund Account
- Student Activity Account
- Scholarship Fund Account
- LPN Account (for PELL Wires/Direct Loan Deposits)
- 403b Account
- PLGIT General Fund
- Fulton Financial Advisors 2020 Authority Bond Funds

All members voting aye.,

B. Payment of Obligations

It was moved by Mr. Dohner, seconded by Mr. Putt that we grant permission for the Business Administrator to process payment of additional June and July 2020 invoices and to ratify payment at the August 2020 JOC meeting. All members voting aye.

C. National School Lunch Program

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we approve the agreements between the six member school districts and the Lebanon County Career and Technology Center for participation in the National School Lunch program for the 2020-2021 school year. All members voting aye.

D. Bid Authorization

It was moved by Mr. Dohner, seconded by Mr. Putt that we authorize the administration to advertise for equipment/supply bids for the 2020-2021 school year as required by school code. All members voting aye.

E. Grant Applications

It was moved by Mr. Dohner, seconded by Mr. Putt that we authorize the administration to submit grant/allocation applications for Perkins and any additional funds that may become available in 2020-2021. All members voting aye.

F. Solicitor

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the firm of Barley Snyder to be appointed as solicitor for the 2020-2021 fiscal year at the rate of \$180 per hour. All members voting aye.

G. Investment Officer

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we appoint Tina Geyer, Business Administrator, as the Lebanon County Career and Technology Center’s Investment Officer for 2020-2021 school year. All members voting aye.

H. Investment Plan – 2020-2021

It was moved by Mr. Dohner, seconded by Mr. Putt that we approve the Investment Plan for the 2020-2021 school year as attached. All members voting aye.

I. Additional Revenue

It was moved by Mr. Dohner, seconded by Mr. Putt that we accept additional revenue for the following for fiscal year ended June 30, 2020 in the amount of \$150,000.00.

FT PN Direct Student Loans	\$150,000.00
TOTAL	\$150,000.00

All members voting aye.

J. Budget Transfers

It was moved by Mr. Dohner, seconded by Mrs. Weaver that we approve the budget transfers for the 2019-2020 school year as attached. All members voting aye.

An Executive Session followed the meeting to discuss personnel.

XIII. Adjournment

It was moved by Mr. Dohner, seconded by Mrs. Schlegel that we adjourn the meeting at 6:58 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next “Special” Meeting – June 23, 2020