

**LEBANON COUNTY  
CAREER AND TECHNOLOGY CENTER**

August 18, 2020, 6:30 P.M.

**Board/Conference Room/Virtual 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 – June 16, 2020 & June 23, 2020**

**VI. Director's Report**

**VII. Communications - none**

**VIII. Business Reports (Mr. Kline)**

**A. Financial Reports**

Suggested Motion: That we approve the Financial Reports for the periods ended June 30, 2020 and July 31, 2020 as attached.

**B. Cafeteria Reports**

Suggested Motion: That we approve the Lebanon County Career and Technology Center - Cafeteria Reports for the months ended June 30, 2020 and July 31, 2020 as attached.

**C. Student Activity Report**

Suggested Motion: That we approve the Student Activity Account for the quarter ended June 30, 2020 as attached.

**IX. Approval of Bills (Mr. Kline)**

Suggested Motion: That we approve the bills/transfers as attached in the amount of \$2,646,676.94 . Included in this amount is the following Capital Reserve Fund checks:

Vendor	Check No.	Amount
Steckbeck Engineering & Survey, Inc.	Ck#36077	\$10,343.76
Steckbeck Engineering & Survey, Inc.	Ck#36093	\$ 1,658.75
Woodland Contracts, Inc.	Ck#36135	<u>\$81,987.75</u>
		<u>\$93,990.26</u>

**X. Personnel Matters (Mrs. Weaver)**

**A. Position Transfer**

Suggested Motion: That we approve a position transfer for Justin Weaver, Adult Education Program Coordinator to Assistant Director–Students, 12-month position, effective August 19, 2020, with Act 93 benefits at a salary of \$85,000. Criminal record checks, child abuse clearances and employment verification forms on file.

**B. Transfer of Sick Days**

Suggested Motion: That we approve a transfer of 25 sick days for Andra Groller, Assistant Director-Programs, per school code.

**C. Substitute - Instructors**

Suggested Motion: That we approve the following list of substitute instructors for the 2020-2021 academic year at the \$110.00 per day rate.

Nadine Abowitz	John Latimer	Julie Royer
Don Erway	George Mentzer	Barbara Shay
Joseph Fiore	Dale Miller	Susan Schulze
Susan Gable	Russel Miller	Leslie Tayler
Matthew Geyer	Emily Olson	Matt Speicher
Tina Litz	Charles Parrott	Artemus Tuisl
Larry Helmuth	Albert Pundt	Mark Wickert

**D. Substitute – Healthroom Assistants**

Suggested Motion: That we approve the following list of Substitute Healthroom Assistants for the 2020-2021 academic year at the \$110.00 per day rate.

Nancy Arendash	Deborah Light
Rebecca Furman	Mark Price
Rachel Furno	Lori Sensenig
Bettina Hiensohn	Mabel Shirk
Stacy Heckard	Leslie Tayler

**XI. Curriculum (Mr. Putt)**

**A. Adult Education Financial Aid Policies and Procedures Manual**

Suggested Motion: That we approve the Lebanon County Career and Technology Center's Adult Education Financial Aid Policies and Procedures Manual. (Available at the JOC meeting)

**B. Occupational Advisory Committees Report**

Suggested Motion: That we approve the Administration's responses to the Occupational Advisory Committee as attached.

**C. Diesel Program Closure (one year)**

Suggested Motion: That we approve the temporary (one year) closing of the Diesel Truck Technology program for the 2020-2021 school year.

**D. Emergency Instructional Time Document**

Suggested Motion: That we approve the submission of the Emergency Instructional Time Document to the Pennsylvania Department of Education as attached.

**E. Resolution**

Suggested Motion: That we approve the authorization of the Administrative Director to develop a Health and Safety Plan in a form prescribed by the Department of Education as per the attached resolution.

**F. Mandated Health and Safety Plan**

Suggested Motion: That we approve the PA Department of Education mandated Health and Safety Plan for the 2020-2021 school year as attached.

**G. Textbook Approvals – First Review**

Suggested Motion: That we approve the following textbooks for the 2020-2021 school year for first review for the following programs:

<b>MEDICAL ASSISTANT</b>				
Quantity	Title of Book	Copyright Date	Publisher	Cost Per Copy
80	Today's Medical Assistant, 4 <sup>th</sup> Ed.	2021	Elsevier, Inc.	\$210.98
Plus 10% Shipping				

**H. Technical Assistance Program**

Suggested Motion: That we approve the LCCTC's participation in the PDE Technical Assistance Program for the 2020-2021 school year as attached.

**XII. Finance – (Mr. Kline)**

**A. Solicitor Appointment**

Suggested Motion: That we approve the attached resolution appointing Appel, Yost & Zee as School Solicitor and William J. Zee as Solicitor of Record effective retroactive to August 1, 2020, at a rate of \$185.00.

**XIII. Policy (Mr. Kline)**

**A. Policies – First Review**

Suggested Motion: That we approve the following policies for first review:

103	Discrimination/Title IX Sexual Harassment Affecting Students
104	Discrimination/Title IX Sexual Harassment Affecting Staff

**XIV. Adjournment**

***Next Meeting – September 15, 2020***