

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

August 18, 2020

I. The regular business/virtual meeting of the JOC was called to order at 6:30 p.m. by the President, Ruth Ann Schlegel.

II. Salute to the flag by all in attendance.

III. Roll Call – Present*

| | | |
|------------------|---------------------|---------------------|
| Annvilke 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 | |

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

IV. Public Comment - none

V. Minutes

It was moved by Mr. Putt, seconded by Mr. Kline to approve the minutes of the June 16, 2020 and June 23, 2020 regular and special business meetings. All members voting aye.

VI. Director's Report

- A. Update on Water Project – Glenn Meck
- B. Review of Grants – Glenn Meck
- C. Update on Diesel Instructor – Long Term Substitute Position – Glenn Meck

VII. Communications - None

VIII. Business Reports

A. Financial Reports

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Financial Reports for the periods ended July 31, 2020 and August 31, 2020 as attached. All members voting aye.

B. Cafeteria Reports

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Lebanon County Career and Technology Center - Cafeteria Reports for the months ended July 31, 2020 and August 31, 2020 as attached. All members voting aye.

C. Student Activity Report

It was moved by Mr. Kline, seconded by Mrs. Weaver that we approve the Student Activity Account for the quarter ended June 30, 2020 as attached. All members voting aye.

IX. Approval of Bills

It was moved by Mr. Kline, seconded by Mrs. Johnsen 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 | \$81,987.75 |
| | | <u>\$93,990.26</u> |

All members voting aye.

X. Personnel

A. Position Transfer

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen that we approve a position transfer for Justin Weaber, 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. All members voting aye.

B. Transfer of Sick Days

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve a transfer of 25 sick days for Andra Groller, Assistant Director-Programs, per school code. All members voting aye.

C. Substitute - Instructors

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

All members voting aye.

D. Substitute – Healthroom Assistants

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

All members voting aye.

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XI. Curriculum

A. Adult Education Financial Aid Policies and Procedures Manual

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the Lebanon County Career and Technology Center’s Adult Education Financial Aid Policies and Procedures Manual. All members voting aye.

B. Occupational Advisory Committees Report

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the Administration’s responses to the Occupational Advisory Committee as attached. All members voting aye.

C. Diesel Program Closure (one year)

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the temporary (one year) closing of the Diesel Truck Technology program for the 2020-2021 school year. All members voting aye.

D. Emergency Instructional Time Document

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the submission of the Emergency Instructional Time Document to the Pennsylvania Department of Education as attached. All members voting aye.

E. Resolution

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

F. Mandated Health and Safety Plan

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the PA Department of Education mandated Health and Safety Plan for the 2020-2021 school year as attached. All members voting aye.

G. Textbook Approvals – First Review

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the following textbooks for the 2020-2021 school year for first review for the following programs:

MEDICAL ASSISTANT

| Quantity | Title of Book | Copyright Date | Publisher | Cost Per Copy |
|----------|--|----------------|----------------|---------------|
| 80 | Today’s Medical Assistant, 4 th Ed. | 2021 | Elsevier, Inc. | \$210.98 |

Plus 10% Shipping

All members voting aye.

H. Technical Assistance Program

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the LCCTC’s participation in the PDE Technical Assistance Program for the 2020-2021 school year as attached. All members voting aye.

XII. Finance

A. Solicitor Appointment

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

XIII. Policy

A. Policies – First Review

It was moved by Mrs. Johnsen, seconded by Mrs. Weaver 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 |

All members voting aye.

XIV. Adjournment

It was moved by Mr. Putt, seconded by Mr. Kline that we adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next Meeting – September 15, 2020