

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE MINUTES

September 15, 2020

I. The regular business/virtual 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
Cornwall Lebanon
Eastern Lebanon
Northern Lebanon
Palmyra
Lebanon

*Ben Dohner
* Ruth Ann Schlegel
**Amber Weaver
*David Kline
***Jeffrey Putt
*Tracy Johnsen

Darren Grumbine
Joel Zug
Dotty Noll
Mike Marlowe
Christopher Connell
Heather Eggert

Others present:

*Glenn Meck
*Justin Weaber

*Tina Geyer
*Andra Groller

*Dr. Philip Domencic

****Attended in Person, **Attended by Zoom, ***Arrived at 6:34 p.m.***

IV. Public Comment - none

V. Minutes

It was moved by Mr. Kline, seconded by Mr. Dohner to approve the minutes of the August 18, 2020 regular/virtual business meeting. All members voting aye.

VI. Director's Report

- A. Review Opening of School - Glenn Meck
- B. Review of Position Openings – Glenn Meck
- C. Review of Grants – Glenn Meck

VII. Communications - None

VIII. Business Reports

A. Financial Reports

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

B. Cafeteria Reports

It was moved by Mr. Kline, seconded by Mrs. Johnsen that we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended August 31, 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 \$904,833.65. Included in this amount is the following Capital Reserve Fund checks:

Vendor	Check No.	Amount
Steckbeck Engineering & Survey, Inc.	36191	\$2,001.25
		\$2,001.25

All members voting aye.

X. Personnel

A. Leave

It was moved by Mrs. Weaver, seconded by Mr. Putt that we grant Erin Yingst, School Counselor, a leave of absence beginning retroactive to August 26, 2020 and continuing up to September 21, 2020 (up to 12 weeks per policy #335.) All members voting aye.

B. Resignations

It was moved by Mrs. Weaver, seconded by Mr. Kline to approve the following resignations:

- 1.) That we accept the resignation of Aaron Westfall, Electrical Technology Instructor, effective September 3, 2020.
- 2.) That we accept the resignation of Erin Yingst, School Counselor, effective September 21, 2020.

All members voting aye.

C. Mentors

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following mentors for the CTC's 2020-2021 "Induction Program" at the contract rate of \$900.00 per year per CBA:

Josh Miller – Ryan Gerz	1 ½ year remaining
Dan Giffin – Brian Peffley	1 years remaining
Beth Garrett – Lori Mattis	1 years remaining

All members voting aye.

D. Career & Technical Student Organization Advisors

It was moved by Mr. Putt, seconded by Mr. Kline that we approve the following CTSO Advisors for the 2020-2021 academic year at the contract rate of \$1,000.00 per year per CBA.

Josh Boettner, NAHB-SC	(\$500.00)	Hanna Seyfert, HOSA	(\$200.00)
Jeffrey Hirneisen, NAHB-SC	(\$500.00)	Alicia Wike, HOSA	(\$200.00)
Beth Garrett, HOSA	(\$200.00)	Abbey Mays, SkillsUSA	(\$666.67)
Rene Gehman, HOSA	(\$200.00)	Ryan Gerz, SkillsUSA	(\$666.67)
Lori Mattis, HOSA	(\$200.00)	Brian Peffley, SkillsUSA	(\$666.67)

All members voting aye.

E. National Technical Honor Society Advisor

It was moved by Mrs. Weaver, seconded by Mrs. Johnsen that we approve Kelly Flowers as the National Technical Honor Society Advisor for the 2020-2021 academic year at the rate of \$1,000.00. All members voting aye.

F. Adult Evening Instructor

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following adult evening instructor for 2020-2021 school year at the rate of \$35.00 per hour. Criminal record checks, child abuse clearances and employment verification forms on file.

<u>Instructor</u>	<u>Program</u>	<u>Retroactive /Effective Date</u>
Edward Gouker	Safety Inspection	August 13, 2020

All members voting aye

G. Substitute – Instructors

It was moved by Mrs. Weaver, seconded by Mr. Kline that we approve the following substitute instructors for the 2020-2021 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	September 16, 2020
Meghan Weaber	September 16, 2020

All members voting aye.

H. Occupational Advisory Committee and Executive Planning Committee Approval

It was moved by Mrs. Weaver, seconded by Mr. Putt that we approve the Occupational Advisory Committee members and Executive Planning Committee membership lists as attached for the 2020-2021 school year. All members voting aye.

I. Administrative Goals

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

XI. Curriculum

A. Textbook Approvals – Final Approval

It was moved by Mr. Putt, seconded by Mrs. Johnsen that we approve the following textbooks for the 2020-2021 school year for final approval 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.

XII. Finance – no items

XIII. Policy

A. Policies – Final Approval

It was moved by Mr. Dohner, seconded by Mr. Kline that we approve the following policies for final approval:

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 Mrs. Johnsen that we adjourn the meeting at 7:01 p.m.

Respectfully submitted,

Tina M. Geyer,
Secretary

Next Meeting – October 20, 2020