

**LEBANON COUNTY  
CAREER AND TECHNOLOGY CENTER**

November 17, 2020, 6:30 P.M.

**Board/Conference Room – D144**

**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 – October 20, 2020**

**VI. Director's Report**

**VII. Communications - none**

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

**A. Financial Report**

Suggested Motion: That we approve the Financial Report for the period ended October 31, 2020 as attached.

**B. Cafeteria Report**

Suggested Motion: That we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended October 31, 2020 as attached.

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

Suggested Motion: That we approve the bills/transfers as attached in the amount of \$1,099,750.74. Included in this amount is the following Capital Reserve Fund checks:

Vendor	Check No.	Amount
Steckbeck Engineering & Surveying, Inc.	36539	\$1,395.00
		<hr/> \$1,395.00

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

**A. Resignation for the Purpose of Retirement**

Suggested Motion: That we accept the resignation for the purpose of retirement of Carol Zerbe, Administrative Assistant to the Administrative Director, effective December 31, 2020.

**B. Substitute – Instructor**

Suggested Motion: That we approve the following substitute instructor 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>
Mark Wickert	October 28, 2020

**C. Part Time Evening Instructor/Substitute - Practical Nursing**

Suggested Motion: That we employ the following Part Time Evening Instructor at the rate of \$35.00 per hour and add to our approved PN Substitute Instructor List for the 2020-2021 school year. Criminal record checks, child abuse clearance and employment verification forms on file.

<u>Name</u>	<u>Retroactive/Effective Date:</u>
Brianna Jill Heichel	November 11, 2020

**D. Long-Term Substitute**

Suggested Motion: That we employ Scott Bowman as a long-term substitute for the Law Enforcement and Security program, 189 days, at a salary of \$49,899 (prorated to actual days worked) with benefits, effective retroactive to November 2, 2020. Criminal record checks, child abuse clearances and employment verification forms on file.

**E. Employment**

Suggested Motion: That we approve the employment of Zackary Francisco as our full time Maintenance Technician, \$21.00 per hour, 8 hours per day, 260 days, with benefits, effective retroactive to November 16, 2020. Criminal record checks, child abuse clearance and employment verification forms on file.

**F. Transfer of Sick Days**

Suggested Motion: That we approve the transfer of sick days per school code (per attached letters) for the following employees:

1. Theresa Tobias, School Counselor, 18 sick days
2. Julia Ansel, Adult Education Coordinator, 3 sick days

**G. Memorandums of Understanding**

Suggested Motion: That we approve the Memorandums of Understanding as attached.

**H. Mentor**

Suggested Motion: That we approve the following mentor for the CTC's 2020-2021 "Induction Program" at the contract rate of \$900.00 per year per CBA (prorated):

Scott Bowman – Chris Rutter - 1 year

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

**A. Approval of an Additional Act 80 Day**

Suggested Motion: That we approve the addition of an Act 80 day on Tuesday, November 24, 2020.

**B. School Calendar – Revision**

Suggested Motion: That we approve the 2020-2021 school calendar revision (as attached).

**XII. Finance – (Mr. Kline)**

**A. Transfers**

Suggested Motion: 1.) That we approve a transfer to the capital reserve fund in the amount of \$500,000.00 retroactive to June 30, 2020.

2.) That we approve a transfer to the cafeteria fund in the amount of \$10,958.56 retroactive to June 30, 2020.

**B. 2019-2020 Refund Retained**

Suggested Motion: That we approve the CTC to retain \$150,000.00 of the 2019-20 refund for unanticipated costs that may occur in 2020-2021.

**XIII. Adjournment**

***Next Meeting – December 15, 2020***