

**LEBANON COUNTY
CAREER AND TECHNOLOGY CENTER**

December 15, 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. Reorganization

Appointment of Temporary Chairperson
Election
Return meeting to elected President
Nominations for President
Nominations for Vice President
Nominations for Secretary (July 1, 2020 - June 30, 2024)

VI. Minutes - JOC Meeting – November 17, 2020

VII. Director's Report

VIII. Communications - none

IX. Business Reports (Mr. Kline)

A. Financial Report

Suggested Motion: That we approve the Financial Report for the period ended November 30, 2020 as attached.

B. Cafeteria Report

Suggested Motion: That we approve the Lebanon County Career and Technology Center - Cafeteria Report for the month ended November 30, 2020 as attached.

X. Approval of Bills (Mr. Kline)

Suggested Motion: That we approve the bills/transfers as attached in the amount of \$834,985.54. Included in this amount are the following Capital Reserve Fund checks:

Vendor	Check No.	Amount
Woodland Contractors, Inc.	36655	\$31,263.08
		<hr/> \$31,263.08 <hr/>

XI. Personnel Matters (Mrs. Weaver)

A. Employee Transfer

Suggested Motion: That we approve a position transfer for Dawn VanWinkle from LPN Administrative Assistant to the Full Time Administrative Assistant to the Director, \$21.00 per hour, 8 hours per day, 260 days, effective January 1, 2021, with benefits. Criminal record checks, child abuse clearances and employment verification forms on file.

B. Substitute – Healthroom Assistant

Suggested Motion: That we approve the following as Substitute Healthroom Assistant 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:</u>
Pitt, Tina M.	January 1, 2021

C. Substitute Secretary

Suggested Motion: That we approve Carol Zerbe as a Substitute Secretary, at a rate of \$14.01 effective January 1, 2021. Criminal record checks, child abuse clearances and employment verification forms on file.

D. LPN Administrative Assistant Job Description Revisions

Suggested Motion: That we approve the LPN Administrative Assistant Job Description Revisions as attached (available at JOC Meeting).

E. Unused Sick Time

Suggested Motion: That we approve to pay the balance of Carol Zerbe’s unused sick time, to a maximum of 200 days, at \$35/day at the date of retirement to a qualified 403(B) account.

F. Resignation

Suggested Motion: That we accept the resignation of Scott Bowman, Long-Term Substitute – Law Enforcement & Security Instructor, effective retroactive to December 9, 2020.

XII. Curriculum (Mr. Putt) – no items

XIII. Finance – (Mr. Kline)

A. Joint Operating Committee Meeting Dates for 2021

Suggested Motion: That the listed meeting dates for 2021 be approved at 6:30 p.m. with the exception of July – no meeting.

January 19, 2021	July, 2021 – (no meeting)
February 16, 2021	August 17, 2021
March 16, 2021	September 21, 2021
April 20, 2021	October 19, 2021
May 18, 2021	November 16, 2021
June 15, 2021	December 21, 2021

XIV. Policies

A. Policy – First Review

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

No.	Policy Name
701	Facilities Planning
702	Gifts, Grants, Donations
702.1	Crowdfunding
703	Sanitary Management
704	Maintenance
705	Facilities and Workplace Safety
706	Property Records
707	Use of Center Facilities
708	Lending of School-Owned Equipment
709	Building Security
710	Use of Facilities and School Vehicles by Staff
712	Deleted – Use of Fax Machines
716	Integrated Pest Management
717	Cellular Telephones
718	Service Animals in Schools
719	Facility Dogs
800	Records Management
801	Public Records
803	School Calendar
804	School Day
805	Emergency Preparedness and Response
805.1	Relations with Law Enforcement Agencies
805.2	School Security Personnel
806	Child Abuse
807	Opening Exercises/Flag Displays
808	Food Services
810	Transportation
810.1	School Bus Drivers and School Commercial Motor Vehicle Drivers
810.2	Transportation – Video/Audio Recording
810.3	School Vehicle Drivers
811	Bonding
811	Deleted – Software Policy
812	Property Insurance
813	Other Insurance
814	Copyright Material
815	Acceptable Use of Internet, Computers and Network Resources
815	Deleted – Hazard Communication Program
818	Contracted Services Personnel
819	Suicide Awareness, Prevention and Response
820	Universal Precautions

822	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)
823	Naloxone
824	Maintaining Professional Adult/Student Boundaries
827	Conflict of Interest
828	Fraud
830	Breach of Computerized Personal Information

XV. Adjournment

Next Meeting – January 19, 2021